

Davis Polk & Wardwell LLP (including its associated entities) is an elite global law firm with world-class practices across the board. Clients know they can rely on Davis Polk for their most challenging legal and business matters. Our approximately 1,000 lawyers located in 10 offices in the world's key financial centers and political capitals collaborate seamlessly to deliver exceptional service, sophisticated advice and creative, practical solutions. Visit davispolk.com.

Job Description

Job Title	Coordinator, Public Relations & Communications
Location	New York
Department	Business Development
Reports to	Manager, Public Relations & Communications
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday-Friday, 9:30 am to 5:30 pm (overtime as required)
Position Summary	The Coordinator, Public Relations & Communications will support the firm's global internal and external communications activities.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Draft communications content, including news items for website• Distribute press releases and other communications• Monitor, compile and distribute press clips• Prepare regular reports of media relations activities• Maintain editorial calendar• Create press lists• Draft award and survey submissions, maintain internal calendar and assist in evaluating new opportunities• Manage firm's LinkedIn page and contribute to Twitter account• Manage article reprint process• Conduct research• Assist with reports to senior management as needed
Qualifications/Position Requirements	<ul style="list-style-type: none">• Exemplary writing and editing skills

- Very strong attention to detail
- Ability to handle and prioritize multiple projects and deadlines
- Exceptional judgment and discretion
- Ability to form effective working relationships with individuals at all levels

Education and/or Experience

- Bachelor's degree, preferably in communications, journalism, media/public relations, marketing or a related field
- Minimum one year of relevant professional experience, preferably in a law firm or other professional services firm

Compensation

Commensurate with experience

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.