

Davis Polk

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Job Description

Job Title	Content Specialist
Department	Business Development
Reports to	Manager, Content
FLSA	Exempt
Work Schedule	Monday-Friday, 9:30 a.m. to 5:30 p.m., longer hours may be required
Description/ Responsibilities	<p>As a member of the PR & Communications team, the Content Specialist will create a wide range of engaging content that upholds the integrity of the Davis Polk brand.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none">— Develop, write and edit a variety of content, including for award submissions, thought leadership projects, firm and practice descriptions, newsletters, brochures, client updates and other marketing materials— Working with colleagues in Business Development, identify matters to highlight in case studies and other features— Interview lawyers about their work— Take complex information and translate it into accessible and compelling copy for a variety of audiences— Ensure consistency of firm brand and voice across platforms, including on the firm website and social media and in thought leadership and other materials— Ensure content complies with attorney advertising requirements and clients' marketing restrictions— Copy edit and proofread content— Various other content-related projects as needed
Position Requirements	<ul style="list-style-type: none">— Exemplary writing, editing and proofreading skills— Excellent organizational skills and very strong attention to detail

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- Ability to handle and prioritize multiple projects and deadlines
 - Exceptional judgment and discretion
 - Ability to communicate effectively with and engender confidence from individuals at all levels
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Education and/or Experience

Minimum 3-5 years of writing or content marketing experience

Experience at a law firm or other professional services firm, or as a legal or business journalist preferred

Bachelor's degree in a relevant field

To Apply

Send cover letter and resume to: hr.ny@davispolk.com

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.