Firm/Company Name Ballard Spahr LLP

(Send copy of firm logo for posting)

Job Title [Position]:	Writer/Editor	**Job Category:**	Marketing/Communications
Department/Group:	Communications	**Posted By:**	Gina Emery-Duplechan
Location:	Center City Philadelphia	**Travel Required:**	0-10%
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] full-time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	1/13/2021
Reports to:	Director of Communications	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail: 215.525.5096 **Attention:** Gina Emery-Duplechan	**Mail:** 1735 Market Street Philadelphia, PA 19103

Job Description

Brief Summary:

Ballard Spahr, a national law firm with 15 U.S. offices seeks an experienced writer/editor for its Marketing Communications team. The writer will oversee the firm's electronic client alerts, serve as a member of the proofreading team, help ensure that materials align with firm style and branding guidelines, and function as the lead writer and editor for website content and collateral materials. This position reports to the Director of Communications.

Duties:

Responsibilities also include:

• Collaborating with lawyers and staff to create and maintain compelling website content, collateral materials, awards submissions, and press releases. Providing guidance, support, and training on writing and editing. Helping attorneys and senior staff to improve or revise their website bios.

• Serving as a member of the firm's proofreading and editing team.

• Maintaining and updating the firm's written style guidelines.

• Developing and maintaining a strong understanding of the legal market and firm capabilities and

Skills/qualifications:

The writer must be detail-oriented, able to manage multiple projects and daily deadlines with poise and professionalism, and possess the ability to translate complex subject matter into accurate, concise, readable copy for a broad market. Strong organizational skills, diplomacy, and the ability to work independently are required.

[NOTE: Attach separate sheet(s) as necessary with the complete job description]