Communications Coordinator

The Virginia State Bar, the state agency that regulates Virginia’s lawyers, has an opening for a Communications Coordinator to help inform the Commonwealth’s 50,000+ lawyers about rule changes, ethics opinions, educational opportunities, pro bono initiatives, events, and other important topics, programs, and legal resources that protect the public. In this small team-oriented environment, the Coordinator will serve as assistant editor of Virginia Lawyer magazine. This position will also make daily updates to the Bar’s extensive website, write or edit website news items, newsletters, email campaigns, and social media messages; coordinate the mailing of print publications; manage website analytics; and help cover offsite events for stories and photographs. In addition, the Coordinator will apply or learn design skills to create brochures, newsletters, and other visual communications. Occasional work is required on evenings or weekends.

The ideal candidate will have excellent writing, editing, and interpersonal skills. The candidate will also have experience developing and editing print and digital content with a critical eye for detail and be able to adapt his/her writing style for multiple audiences and different communication platforms. In addition, the selected candidate will demonstrate strong skills in customer service, organization and planning, and the ability to work both independently and within a team with tight deadlines and short turnaround times. Proficiency working on a Macintosh OS computer using Microsoft Office, website content management systems, and email programs like Constant Contact, will be required. A degree in communications, journalism, or public relations is preferred. A background in a law-related field or government sector experience will also be considered. Experience with Adobe Creative Suite, photography and videography is a plus. The successful candidate must pass a background security check.

This full-time position includes benefits. Send resume, cover letter outlining how you match our requirements, as well as your salary expectations, and two of your best writing samples to: hr@vsb.org. Deadline to apply is February 21, 2020. EOE