

DRINKER BIDDLE & REATH LLP
COMMUNICATIONS INTERN
JOB POSTING

JOB TITLE: Communications Intern	STATUS: Temporary (8-week Internship)
REPORTS TO: Senior Communications Manager and Public Relations Specialist	LOCATION: Philadelphia, PA

SUMMARY:

We are searching for a **Communications Intern** to join our team! Based in our Philadelphia office, the Communications Intern is responsible for executing ongoing communications activities (i.e., public relations, social media, events, etc.) to support lawyers, the Senior Communications Manager and the Public Relations Specialist. The role is comprised of a combination of support and communications duties. The Communications Intern will work with the Communications Team in developing and implementing specific communications programs, such as internal communications materials, as well as website/social media and public relations content. The position will also support and maintain the tracking of media coverage mentioning the firm or its lawyers and social media reporting.

In accordance with the firm's Client Service Initiatives, the Communications Intern must display good judgment and have effective interpersonal communications. Confidentiality and discretion are required consistently.

ESSENTIAL JOB FUNCTIONS:

- Provide general communications support to the Communications Team in regards to firm-wide branding and visibility initiatives.
- Support social media planning and execution, including social media posts.
- Assist with development of client alerts, website and intranet content updates as well as biography updates.
- Maintain various reports for practice groups and firm management in regard to tracking of media coverage mentioning the firm and its lawyers, including social media reporting.
- Conduct general research on issues to keep internal marketing team informed.
- Conduct research to support media relations efforts and help build media lists.
- Writing and editing a broad range of content for marketing uses.
- Assist others with general requests for marketing and business development materials, including bios, practice descriptions, PowerPoint presentations and brochures.
- Maintain firm directory of surveys and rankings.

The person in this role is expected to handle the majority of these tasks by him/herself. The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in using Microsoft Outlook, Word and Excel.
- Excellent oral and written communication skills.
- Must be extremely organized and able to work in a fast-paced environment.
- Extremely detail-oriented.
- Excellent critical thinking/problem solving skills.
- Experience conducting research.
- Task-oriented.
- Self-starter.
- Ability to exercise effective judgment, sensitivity and creativity to changing needs and situations.

- Client service-driven.
- Willing to accept ownership of projects and be successful in driving those projects, as well as daily tasks, to a successful conclusion.
- Ability to work with detailed information accurately and efficiently.
- Able to maintain confidentiality.
- Unbiased judgment, sound discretion and openness to the views of others.
- Ability to interact with people in a manner which shows sensitivity, tact and professionalism.
- Must be highly organized and possess strong writing and proofreading skills.
- Candidate must be able to work with all levels of firm management and work well as part of a team as well as work independently.
- Candidate must quickly grasp the goals, service, culture and strategy of the department, the office and the firm overall.
- Candidate must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel.
- Adhere to and serve as a role model for the firm's Client Service Standards.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Pursuing a Bachelor's degree in Communications, Public Relations or a related field

We are an Equal Opportunity Employer offering a competitive salary.

HOW TO APPLY: Interested candidates should send a resume and cover letter, including salary expectations, to Human.Resources@dbi.com and reference "**Communications Intern**" in the subject line. *No phone calls please.*