

# Editorial Services Lead

**Department:** Brand & Communications

**Organizational Relationship:** Reports to the Editorial Services Manager

**FLSA Status:** Exempt

**Last Updated:** June 3, 2024

## General Summary:

The Editorial Services Lead is an integral part of the Brand & Communications Department, contributing to a diverse range of editing and writing projects. This role works closely with lawyers and teams within Brand & Communications and Business Development to craft and refine content that resonates with both internal and external audiences.

As a proactive member of the Editorial Services team, the Lead engages in cross-department content development and is instrumental in producing creative, high-quality collateral across various channels and formats that adheres to the firm's style and tone. The Lead plays a significant role in project management and advancing content through development and into production.

## Essential Duties and Responsibilities:

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.

1. Participates in specific editorial initiatives, which may include generating marketing communications, digital copy, thought leadership, award submissions, and lawyer biographies
2. Keeps abreast of trends within editing and marketing communications to present our value proposition, people, capabilities, and insights in ways that engage and resonate with a range of stakeholders
3. Upholds the quality of content produced by the team, ensuring it aligns with the firm's strategic vision
4. Actively contributes to and manage aspects of editorial projects, maintaining a focus on excellence and timeliness
5. Remains informed about the firm's priorities, industry developments, and communication trends
6. Maintains the integrity and consistency of information across all firm communication platforms, safeguarding confidentiality
7. Supports team development by assisting with onboarding and mentoring of new and junior colleagues
8. Promotes effective work practices, works as a team member, and shows respect for co-workers

©Copyright 2024 Latham & Watkins. All Rights Reserved.

# LATHAM & WATKINS

## Position Specifications

### *Education*

- Bachelor's degree or equivalent in marketing, journalism, or communications required
- Four years' relevant training and experience may be considered in lieu of a degree
- Legal degree or graduate degree in communications or business preferred

### *Work Experience*

- A minimum of five years' communications, public relations, and/or journalism experience required
- A minimum of three years' professional services experience preferred

### *Knowledge, Skills, and Abilities*

- Excellent writing skills and the ability to produce high-quality content and adhere to department standards
- Solid understanding of the marketing communications function and business development cycle within a professional services organization
- Knowledge of B2B marketing concepts
- Proficiency in Microsoft Office and content management systems
- Ability to use AI tools for content enhancement and operational efficiency
- Familiarity with AP style and the ability to write according to specific style guidelines
- Strong project management skills and familiarity with tools such as Asana and MS Teams
- Editing skills, including the ability to provide and receive constructive feedback
- Ability to conduct effective interviews and meetings with lawyers
- Ability to manage both immediate and long-term project timelines
- Ability to work in a team-oriented environment with a strong customer-service focus
- Analytical problem-solving skills and the ability to make sound decisions
- Organizational skills necessary to manage time effectively and meet multiple deadlines

### *Physical Demands*

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

### *Working Conditions*

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.