

Editorial Services Specialist

PeopleSoft Job Code / Title: 7056 / B&C Specialist
Department / Subdepartment: Brand & Communications / Editorial Services
Organizational Relationship: Reports to Level 3 or above
FLSA Status: Non-Exempt
UCM Level: Level 2
Last Updated: July 14, 2026

Department / Subdepartment Overview

The Brand & Communications department functions to align the firm's internal and external communications to be consistent with the firm's brand and principles.

Role Overview

The Editorial Services Specialist is responsible for a wide variety of editing/writing projects. Editing projects will include lawyer-authored articles and alerts, marketing content, and multiple one-off projects drafted by Business Development and Brand & Communications colleagues. Writing projects will include award nominations, website content, internal news items, etc.. He/she works closely with the Brand and Communications group on developing and refining content; in some cases, he/she produces content through research with other BD team members, other administrative counterparts or partners. He/she acts as a resource for brainstorming ideas and answering questions on style and grammar. He/she produces creative and high-quality content for multiple channels for internal and external audiences.

Essential Duties and Key Responsibilities

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

1. Collaborate with Brand & Communications department on a wide range of editing and writing assignments, often on tight deadlines to develop content for internal and external audiences
2. Gather information, edit/write, and coordinate the development of awards nominations, survey responses, and other rankings and accolades submissions
3. Edit copy to publicize awards and rankings on a range of internal and external channels
4. Draft and edit post-event summaries and related conference and seminar marketing copy
5. Communicate edits and suggestions to a range of lawyers in staff around the globe
6. Help generate new ideas for producing content that is creative and compelling for target audiences
7. Complete special projects and support global initiatives as assigned
8. Stay abreast of firm priorities and developments, as well as news and current events relevant to the firm and legal industry, and trends in the communications field
9. Ensure consistency of information across all firm communication platforms and prevent publication of information which may be confidential or place the firm or its clients at risk
10. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Knowledge of core business writing principals including external and internal communications, branding, tone of voice, and competitive intelligence
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm and outside the firm

- Excellent language skills including reading, grammar, spelling, and vocabulary to ensure proper and efficient writing
- Organization skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Excellent communication skills, both written and oral, ability to communicate skillfully to different audiences:
 - Demonstrated ability to edit/write quickly and meet deadlines
 - Demonstrated ability to understand complex subject matter explain it in plain English
 - Familiarity with AP style and demonstrated ability to write to specific style guidelines
 - Familiarity with social media; ability to develop and carry out social media communication strategies a plus
- Ability to work in a team environment with a customer service focus
- Demonstrated ability to work effectively and independently on multiple projects
- Ability to perceive and analyze problems, and a capacity to make or recommend sound decisions
- Ability to handle confidential and sensitive information with the appropriate discretion
- Proficient in Microsoft Word, PowerPoint and Excel

Position Specifications

Typical Experience

- A minimum of three years' experience in communications, journalism, and/or public relations

Education

- Bachelor's degree in English, journalism, or communications, or an equivalent combination of training and experience

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- 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.