

Communications Specialist

The Communications Specialist will play an important role within Conyers' Global Marketing team. This position will be responsible for conducting media relations and developing content for various marketing and communications initiatives in Bermuda.

The successful candidate is someone who is comfortable working with media, can support internal stakeholders with confidence, collaborates effectively within matrixed teams, and shapes compelling content across multiple formats and channels. We are looking for someone who can develop clear, effective and inspiring internal and external communications, and tell strong stories for all of our audiences that support our priorities.

As part of a high-performing team, the successful candidate will have a bias for action, be comfortable working in a fast-moving environment and dealing with ambiguity, understands the importance of data and metrics, and has a solid understanding of and experience in media relations. They should also understand the teams and audiences they support, so previous professional services and/or law firm experience is preferred.

What Will You Do

- Distil and synthesize data and information from across the company to develop a range of communications materials (i.e. legislative alerts, newsletters, press releases, brochures, event materials, internal messages and web pages, etc.)
- Proofread all design and copywriting materials in both digital and print mediums to ensure accuracy with:
 - o Spelling, grammar, punctuation, syntax and context
 - o References, names, web/e-mail addresses, phone numbers and statistics/data
 - o Consistency and accuracy of layout components (i.e. spacing, capitalization)
 - o Overall consistency, clarity and presentation of messaging
- Create and manage project timelines to ensure deadlines are met
- Develop and recommend communication materials and messages for Bermuda initiatives, new projects/programs and employee newsletters
- Pitch local media and secure placement in key Bermuda publications to promote the firm both from a business and community perspective
- Understand business priorities, company values and industry trends to shape audience-relevant communications
- Use metrics and reporting to measure and track results and effectiveness, identify needs, and make recommendations and refine communications approach

What You'll Need

- A university degree or comparable equivalent in journalism, communications or public relations
- An individual contributor who is curious about our business and is confident and responsive working with media and internal stakeholders
- Minimum five years of directly relevant experience, knowledge, skills and abilities; in-house corporate communications experience is an asset
- Experience in media relations and communications, in particular within professional services and/or law firms is a plus
- Proven ability translating complex/technical materials into useful marketing messaging
- Strong, persuasive writing skills and proficient at creating summaries, presentations and reports
- Highly organized with exceptional attention to detail and proven track record of working in a cross-functional communications environment
- Excellent communications skills: timely follow-up, ability to articulate objectives, strategies and tactics to various departments
- Demonstrated agility with juggling multiple projects under deadline, optimizing resources and self-prioritizing work
- The successful candidate is highly collaborative, inclusive, creative, flexible, able to build constructive and effective relationships with a broad and diverse group of business partners
- Strong judgement and interpersonal skills
- Strong computer skills required, including Microsoft Excel, PowerPoint, Word

Resume with references may be submitted in complete confidence to:

Human Resources Department
 Conyers Dill & Pearman
 P.O. Box HM 666, Hamilton, HM CX
Tel: (441) 295-1422 **Fax:** (441) 292-3134
Email: Careers@conyers.com

Closing Date: June 8, 2021