



JOB DESCRIPTION

Title: Media Consultant
Employment Type: Independent Contractor
Department: Communications/Executive Office
Location: Remote

Summary

We are seeking a skilled media consultant with a strong understanding of the legal landscape in Georgia to craft compelling, articulate and authoritative written pieces. This individual will support our organization's leadership by drafting articles, press releases, speeches, resolutions, letters to the editor or other written communications for publication in legal journals, newspapers and online platforms.

The ideal candidate will be well-versed in legal topics relevant to Georgia, capable of capturing the voice of senior legal professionals and experienced in producing polished, persuasive content on deadline.

Essential Functions of the Job

- Strong writing and editing ability.
- Mastery of the English language (essential for editing/writing/proofing).
- Access to and knowledge of newspaper sources statewide to ensure the delivery of written materials (essential for placing written materials in appropriate publications).
- Excellent research skills.
- Significant familiarity with the legal profession in Georgia.

Specific Duties

- Provide media consulting services to the State Bar of Georgia, including its President, Executive Committee, Board of Governors and staff.
- At the direction of the State Bar President, Executive Director or Communications Director, research and write articles, press releases, speeches, resolutions, letters to the editor or other written communications as needed.
- Place written materials in appropriate publications and follow up with said publication to ensure they are received and printed.
- Conduct background research, interviews and fact-checking to ensure accuracy and alignment with organizational priorities.
- Tailor tone, messaging and content to fit the voice and perspective of the designated author.

- Collaborate with legal professionals and Communications staff to revise and refine drafts.
- Attend State Bar meetings and other State Bar-related functions as requested.
- Create and provide media placement reports, including the date, name of the publication, headline and circulation.
- Provide media clippings from the fiscal year.
- Other duties as assigned.

Generally

- Bachelor's degree in journalism or comparable degree required.
- Proven working experience in the media industry, including but not limited to writing articles for publication; press releases; speeches, etc.

Required Skills

- Proven experience in legal writing, journalism, public affairs or communications.
- Deep familiarity with Georgia's legal system, legal community and relevant current issues.
- Exceptional writing, editing, and storytelling skills.
- Ability to write in multiple voices and adopt the tone of senior-level legal professionals.
- Strong research skills and attention to detail.
- Law degree (JD) preferred but not required.
- Experience writing for legal publications, bar associations or public advocacy groups is a plus.

Education, Training & Experience

College degree required; excellent command of the English language and AP Style is required for writing, editing and proofing.

To Apply

Please submit a resume, three relevant writing samples, and a brief statement of interest outlining your experience with legal writing and Georgia-specific legal issues to jenniferm@gabar.org with the subject line "Media Consultant."

About the State Bar of Georgia: The State Bar of Georgia, with offices in Atlanta, Savannah, and Tifton, was established in 1964 by the Supreme Court of Georgia as the successor to the voluntary Georgia Bar Association, founded in 1884. All lawyers licensed to practice in Georgia belong to the State Bar. Its more than 55,000 members work together to strengthen the constitutional promise of justice for all, promote principles of duty and public service among Georgia's lawyers, and administer a strict code of legal ethics.