



Internal Communications Specialist

NOVATO, MARIN COUNTY, CALIFORNIA
PART-TIME / 20 HOURS PER WEEK / FLEX TIME

One Legal is a technology-driven company that is transforming how legal professionals access legal support services. We're building online tools that help to make the administration of legal practice easier and more efficient and, in the process, transforming an industry.

It's our vision to be the most trusted technology provider for legal support services in the United States. As a member of our Human Resources team, it will be your responsibility to communicate the brand internally, keep staff up to date, and communicate change. The role reports to the HR, but will work closely with Marketing.

ABOUT YOU:

We're looking for a hands-on internal communicator who has at least three years of experience in a communications role, enjoys creating internal communications campaigns that drive employee engagement, and has experience managing an intranet.

You must be an excellent communicator both verbally and in writing, be a quick study able to get up to speed on a variety of departments' initiatives quickly, and be keen to drive and shape our company's internal communications strategy.

You're a dynamic and confident person who relishes leading projects with limited guidance in a rapidly changing company. You'll receive support from HR and Marketing, but you need to be able to decide on your initiatives and drive change.

YOU WILL:

- Be the manager of the company's intranet, ensuring that all departments are fully utilizing its tools, and that internal materials are quick and easy to find.

- Work with departments across the company to understand their projects, work with them to develop communication plans, then execute. You'll help to develop FAQs, talk tracks, and other support materials.
- Create tools for fostering two-way communication within the company.
- Write engaging communications across a variety of channels (intranet, staff email newsletter, etc.) to drive awareness of initiatives and inspire action.
- Be the internal voice for all external announcements that we make; ensure employees across all of our offices are aware of major business developments.
- Work with the Marketing Department to promote the brand values internally, ensuring that all employees know and understand what is expected of them.

YOU SHOULD HAVE:

At One Legal we consider every candidate on his or her individual merits. However, possession of some or all of the following will help to differentiate you from the field.

- 3+ years experience in a communications role; specific internal communications experience is a plus.
- Experience managing a corporate intranet; specific experience with Atlassian Confluence is a plus.
- Experience assisting cross-departmental project teams to make communication decisions; specific experience working in a technology environment is a plus.
- Excellent writing, editing, and verbal communication skills.
- The ability to work with senior executives and a diverse workforce, including remote teams based across California.
- Familiarity with the principles of corporate branding and the ability to craft compelling messaging and narratives to inspire employees.
- Experience running and analyzing employee surveys is a plus.

BENEFITS:

We offer a great compensation package, the option to work your hours flexibly across the week, a fun and casual work environment, and the opportunity to be part of a team that is shaping the future of legal technology.

As a bonus, you'll be working out of our headquarters in beautiful Marin County, just 25 traffic-free minutes north of the Golden Gate Bridge.

HOW TO APPLY:

Send your resume, a cover letter, and (if you have one) a link to your LinkedIn profile to resumes@onelegal.com.