

Position Information	
Working Title:	Technology & Media Specialist
FLSA Status:	Non-Exempt
Provisional Period:	90 Days
Department:	Technology/Innovation
Assignment Category:	Staff
Office:	Fort Myers
Job Type:	Regular, Full-Time
Job Description Summary:	<p>The Technology & Media Specialist is responsible for firm-wide media and technology innovation, creation and implementation. This includes production & editing where they must produce and edit content including: podcasts, book layout, video, website content, graphics, other assorted audio, email templates, website & client maintenance, updating plugins, updating web content and general IT assistance for staff. From time to time, less tech savvy team members may request help with: Microsoft Office, Trello, Slack, all browsers, Adobe Acrobat, Time Matters and HotDocs. The Technology & Media Specialist is also responsible for supervising the Technology Department, which includes interviewing and hiring Technology Support Specialists as well as delegating and organize work to said Technology Support Specialists. Adaptability and flexibility will qualify you as an exceptional candidate. Attributes that will shine are alertness, curiosity, and responsiveness.</p>
Job Factors	
Minimum Education Preferred:	Bachelors Degree
Experience Level Preferred:	Three years of relevant legal technology, multimedia and/or marketing experience preferred.
Supervision Received:	The incumbent reports to the Managing Attorney. After initial orientation, the incumbent will be given general direction from the Managing Attorney, but is expected to perform duties and responsibilities independently.
Supervision Exercised:	This position is responsible for supervising the members of the Technology department.
Scope of Human Resources Impact:	Often responsible for taking lead on interviewing prospective candidates and providing final decisions concerning the hiring process.
Level and Nature of Internal Contacts:	The incumbent has regular contact with all members of the team, including all levels of Attorneys and outside vendors. This position also includes leading meetings for the Technology department and providing direction to said department's team.

Level and Nature of External
Contacts:

This position requires external contact with existing clients to assist with firm's technological platforms.