

# Presentation Specialist

## Marketing Department

### Summary:

The Presentation Specialist provides support for the formatting and creation of a wide range of Firm PowerPoint decks. Working closely within the Firm's brand guidelines and leveraging existing resources and templates, the Presentation Specialist will support the development of pitches, proposals, external presentations, and other materials designed in PowerPoint. Projects will include tight-deadline and longer-term projects.

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### Qualifications:

- Bachelor's degree in graphic design, marketing, communications/journalism, English, or a related field.
- Two to five years of experience in a presentation/graphic design role.
- Highly organized and able to prioritize and manage multiple time-sensitive projects.
- Ability to translate text into compelling visual designs.
- Excellent communication skills.
- Ability to work independently and with a highly collaborative team.
- Strong attention to detail.
- Expertise with PowerPoint, including templates, master slides, animation, graphics, text, and layout. Facility with other software (e.g., Word and Excel, Photoshop, and InDesign).
- You must be fully vaccinated against COVID-19 by your hire date to be eligible for starting in the role. Proof of vaccination will be required. Covington will provide reasonable accommodation(s) based on medical or religious grounds for qualified candidates.

### Duties and Responsibilities:

- Format and improve PowerPoint pitches, proposals, and brochures.
- Develop related graphics such as timelines, infographics, diagrams, charts, and custom graphics.
- Utilize PowerPoint and Word templates and existing brand assets, including approved stock photography, icons, and other imagery.
- Follow the Firm's brand guidelines when creating decks.
- Revise PowerPoints to comply with copy standards.
- Format and refine headshots.
- Manage files and design assets.
- Collaborate with business development, creative services, and legal teams on projects.
- Other duties assigned.

**Status:** Non-Exempt

**Reports To:** Senior Graphic Designer

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