

ACCOUNT COORDINATOR

Position Summary:

Seeking an Account Coordinator for a full-time entry level position in a boutique travel, lifestyle, and real estate PR agency located in Manhattan. This person should have a "can do" spirit and be looking to learn public relations from the ground up. Position requires a dependable, organized, detail-oriented, articulate person with a positive attitude who takes initiatives and anticipates needs.

The right candidate will be capable of simultaneously managing multiple administrative tasks and projects. Some duties are ongoing (i.e. maintenance of mail list, clip books, press kits, etc.) while others are on a day-to-day basis (research, organizing mass mailings, etc.). The Account Coordinator is the backbone of the office in ways and therefore must be solid and willing to do whatever is required.

Responsibilities

include but not limited to:

- Providing overall internal support on a number of accounts
- Supporting account executives with media requests for fact-checking and images
- Brainstorming and drafting media materials and written communications, including press releases, fact sheets, pitches, weekly and/or monthly reports etc.
- Scanning and organizing monthly clips for clients
- Maintaining client press kits
- Distributing news releases

Qualifications:

- BA in Communications, Liberal Arts or related degree
- Proficiency with MS Word, PowerPoint, Excel and online research
- Ability to work independently and within a team
- Demonstrated poise, tact and diplomacy
- Strong and creative writing skills

For immediate consideration, please email cover letter and resume to Jennifer Blevins at jblevins@brandmanpr.com

No phone calls please.