



JOB DESCRIPTION – Account Coordinator, Public Relations

Job description

The Public Relations Account Coordinator will be responsible for supporting the account team with client services, and other responsibilities including but not limited to:

- Drafting, editing, distributing press releases and pitches and conducting media outreach
- Conducting various research on editorial calendars, speaking opportunities, and other topics
- Social media management and measurement (familiarity with social media sites for business including but not limited to Facebook, Twitter, Foursquare, LinkedIn and blogging platforms)
- Web and database management
- Assisting in developing client materials
- Special event planning and coordinating logistics
- Attending occasional meetings after traditional work hours
- Working to gain the skills needed to move up to the Account Executive level

Desired skills & experience

Montagne Communications is seeking a recent college graduate or professional with up to 2-3 years experience interested in joining New Hampshire's leading strategic communications firm.

The ideal candidate is a strong writer and creative thinker with solid interpersonal skills that is able to take direction and work independently on multiple active projects. If daily writing and speaking to editors and reporters over the phone is not something you are comfortable with this is not a position you would be interested in.

Candidate must be proficient in Microsoft Office, including Word, Excel, Power Point

Company description:

Montagne Communications is a full-service strategic communications comprised of strategic thinkers who incorporate all facets of communications, from traditional public relations services to digital strategies for a diverse and growing client base. Our clients represent a number of industries including telecommunications, banking, energy, travel and tourism, political, real estate, etc. The Montagne team is comprised of some of the most experienced communications and media professionals in New Hampshire.

Montagne Communications offers a competitive salary commensurate based on your experience, abilities and skills, plus group health insurance, a 401(K) retirement plan, and a positive, professional work environment.

Our offices are located in the heart of downtown Manchester, NH.

Please send a resume and cover letter, along with any questions to hr@montagnecommunications.com. No phone calls please.