

JOIN OUR TEAM!

POSITION

Public Relations Coordinator

Part-time: 24 Hours per Week

Hourly Rate: \$21 - \$25 Depending on Experience

SUMMARY

The Public Relations Coordinator will design and execute public education strategies and campaigns in the environment, health, and safety domains.

QUALIFICATIONS

- Bachelor's degree in Public Relations, Communications, or related field;
- Proven track record designing and executing successful public relations or public education campaigns;
- Strong analytic and critical thinking skills;
- Excellent writing skills;
- Communicate with staff and the public in a pleasant and professional manner;
- Ability to work both independently and within a team;
- Proficient in Microsoft Office platforms.

RESPONSIBILITIES

- Carry out agency and stakeholder research to identify strengths, weaknesses, concerns, and objectives;
- Develop and execute a marketing communications plan including budget, goals, and tactics;
- Manage interaction with client, media, and the general public;
- Draft and distribute press releases, fact sheets, and other campaign materials;
- Write concise and compelling stories for outreach in a variety of formats;
- Update clients on new opportunities and on progress of current campaigns;
- Coordinate and execute public engagement strategies;
- Analyze the impact of campaigns and report observations to the client;
- Prevent or respond to negative media coverage;
- Ensure compliance with the client's regulations, and policies.

APPLY NOW

Please email your cover letter and resume to: stubblefield@actionresearch-inc.com

EQUAL OPPORTUNITY EMPLOYER