

## Account Coordinator

- Draft agendas and notes and other written materials with no more than one round of edits – no major items missed
- Coordinate and schedule meetings proactively for the firm
- Update media lists and proactively look for new reporters and publications to add
- Regularly clip, file and send digital and print press placements
- Monitor media for clients
- Proactively work buddy list
- Knows AP style
- Draft releases and pitches with supervision
- First line of reception in office
- May have limited interaction with clients
- Able to send e-blasts quickly and efficiently
- Contribute to meetings in a supportive way, ensure meeting materials are prepared, available and organized
- Manage publication subscriptions
- Help run social media
- Proactively come up with PR and social media ideas for Relevance International (treating us like a client)
- Strong research skills
- Organized and on top of to-do list. Meets deadlines
- Reads industry and consumer publications we pitch
- Reports to Manager and Director
- Keeps drive and all digital assets organized and neat
- Positive, can-do attitude
- Team player
- Solution-oriented
- Ambassador of Relevance International
- 1+ year relevant experience