

## **Jr Account Executive**

- Working toward being a point person for account work -- proactive and strategic media relations for clients
- Draft press releases and pitches and other written materials that need no more than two rounds of edits
- Draft agendas and notes that need almost no editing with no items missed
- Effectively and frequently pitches by phone as well as email, secures placements
- Update media lists and proactively look for new reporters and publications to add
- Proactively work buddy list
- Second line of reception
- Ability to send e-blasts quickly and efficiently
- Manage publication organization (library)
- Helps junior staff with questions and edits
- Be a presence on account interaction
- Contribute to meetings in a supportive way, ensure meeting materials are prepared, available and organized
- Regularly clip, file and send digital and print press placements
- Monitor media for clients
- Organized and on top of to-do list, meets deadlines
- Help run our social media
- Proactively come up with ideas and suggest next steps for clients
- Come up with PR and social media ideas for Relevance International (treating us like a client)
- Knows AP Style
- Strong research skills
- Has a working knowledge of the real estate industry
- Reads industry and consumer publications we pitch
- Reports to CEO and Director
- Positive, can-do attitude
- Team player
- Solution-oriented
- Ambassador of Relevance International
- 2+ years relevant experience