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Junior Account Executive--Ideal for Go-Getter (Palmdale)

Date: 2009-08-25, 3:36PM PDT

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WANTED: Go-Getter for Rapidly Growing Communications Firm
Salary Range: \$28,000 to \$38,000 DOE

Junior Account Executive
Passantino Andersen Communications, LLC
Palmdale, California

Passantino Andersen Communications is a strategic communications firm with offices in Southern California and the Central Valley. We currently seek qualified candidates to fill a Junior Account Executive position in our Palmdale office. The ideal candidate will have 1 to 2 years of experience in public affairs, community relations, grassroots advocacy or related disciplines.

The ideal candidate must be personable, flexible, resilient and able to hit the ground running. Passantino Andersen Communications is a fast-paced firm that is called upon to deliver excellence by its clients. Consequently, we seek someone who can engage independently while still operating as a team player. This is a position that the successful candidate can grow with as they "learn the ropes" at one of the fastest growing public affairs firms in California.

Experience in land-use public affairs, grassroots mobilization, political campaign management or issues advocacy will make you competitive for this position. Solid written communication and interpersonal skills are a must.

As a member of the Passantino Andersen team, you will have the opportunity to work with a wide range of clients including global retailers, real estate developers, leading non-profit associations and public agencies.

PRIMARY RESPONSIBILITIES INCLUDE:

- Attending events and functions to effectively position clients before diverse audiences
- Assisting in development and execution of strategic communications plans for clients
- Monitoring media coverage and government activity that impact client interests

- Developing direct mail, web sites, brochures and other collateral materials
- Developing news releases, guest editorials and letters to the editor
- Researching media contacts and building media lists
- Pitching news angles to reporters and scheduling editorial board meetings
- Coordinating news conferences and press availabilities
- Managing special events
- Briefing community organizations and opinion leaders
- Generating client correspondence including progress reports and strategy memos
- Supporting management team with additional assignments as requested

Although this position will operate primarily out of our corporate headquarters in Palmdale, California, local travel may be required.

The position includes a competitive salary (commensurate with experience), performance-based commission, health benefits, and a tremendous opportunity to grow your career with a rapidly growing industry leader.

To apply, please email your resume and complete compensation history to GreatJobs@PassantinoAndersen.com.

No calls will be accepted.

- Location: Palmdale
- Compensation: 28k to 38k DOE
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 1342222796