

Job title: Public Relations Account Coordinator -
Location: Canoga Park, CA
Compensation: \$30,000-\$35,000 annual salary DOE

Healthcare PR agency needs AC to help with media relations (developing media lists, sending news releases, responding to incoming media requests for interviews and information). Pitching and placing news, media database management, tracking and logging press clips, internet research, ability to create status reports, attend meetings, summarize meeting results, proofreading and editing reports, and general account work. We need a quick study who can handle a busy workload, details, deadlines and occasional long hours, while thinking about the next new idea. We especially want someone with strong writing skills who is hungry to learn everything he or she can, as fast as possible.

What we offer:

Tremendous opportunity for growth in responsibilities and compensation
Excellent benefits package

What You Need:

BA in PR, Journalism or Communications

Good oral and written communication skills

Computer proficient in MS Word, Excel, PowerPoint and ability to conduct internet research and provide a meaningful analysis of the same.

For consideration, please send a cover letter and resume with your salary requirements, references and any work samples you wish to share .

To apply, visit

http://www.realmatch.com/planding.aspx?PositionId=00092A4115360&AffiliateId=1434&SourceId=92&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed