

## **Junior Associate – Public Relations San Francisco**

Stearns Johnson Communications is looking for a junior associate (0-2 years public relations experience) to join our team. We are a smart, aggressive group providing a comprehensive range of PR services to an exciting mix of start-up and mid-sized companies located throughout the U.S.

We are a boutique firm, passionate about achieving great results, work closely as a team, are always looking for new ideas, and have a stable, growing client base.

Our clients are business-to-business technology companies, and companies developing sustainable products, as well as other types of companies.

### **Responsibilities**

The ideal junior associate will work with 2-3 clients at a time primarily on the following activities:

- Developing media/industry analyst lists
- Creating speaking and awards calendars
- Monitoring print and online news sources, blogs, Twitter, Facebook and other social media sites
- Drafting briefing notes and other support for media/analyst briefings and tours
- Collecting information on clients, competitors and markets
- Ongoing media/analyst outreach (for more experienced candidates)

Other activities in which the junior associate will be involved (based on experience):

- Writing press releases, bylined articles and related materials
- Securing speaking opportunities and awards
- Assisting with preparation and presentation of new business presentations
- Managing select projects from start to completion

### **Qualifications**

- 0-2 years total experience, for those with experience, some must be at a PR firm
- Passion for providing clients with outstanding work
- Strong interest in media/analyst relations
- Excellent written and verbal communication skills
- Strong work ethic, self-starter personality
- Bachelor's degree with above average GPA
- Eagerness to learn and share successful strategies
- Can do attitude! Sense of humor!

### **What We Offer**

- Competitive salary
- Bonus program
- 401-K with guaranteed contribution
- Work-at-home policy
- Summer hours

**For more information**, please contact: [careers@stearnsjohnson.com](mailto:careers@stearnsjohnson.com) or visit [www.stearnsjohnson.com](http://www.stearnsjohnson.com)

- \* Compensation: \$40,000 +
- \* 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.