

## **Wagstaff Worldwide - Account Coordinator for Hospitality PR Agency**

Wagstaff Worldwide is seeking a rock star account coordinator for its San Francisco office.

The individual in this position will have the opportunity to support account representatives with high-profile accounts in the hospitality industry. Candidates should possess excellent writing and sales skills as well as an understanding of wine, travel and hospitality trends and an outgoing personality. Ideally, you will have 1-2 years of hospitality PR or direct hospitality experience.

Job expectations include:

- building and maintaining solid client relationships
- developing newsworthy story angles based on industry trends under the direction of account supervisors
- securing stories on behalf of clients in print, broadcast and interactive media outlets, to include actively pitching media contacts through phone, email and in-person meetings
- posting and maintaining client activity on social media sites
- adding to client agendas/timelines/activity reports
- establishing rapport with local and national journalists
- adhering to deadlines

If you're a savvy thinker with a strategic ability to identify, analyze and solve problems quickly and with a creative twist, as well as hold a voracious appetite for all things wine, food and travel, Wagstaff offers a unique opportunity to work with a creative and growing company.

Interested candidates can learn more at [www.wagstaffworldwide.com](http://www.wagstaffworldwide.com) and should send their cover letter, resume and salary expectations to [jobs@wagstaffworldwide.com](mailto:jobs@wagstaffworldwide.com)