

## Account Coordinator— October 2017

### ***Overview & Background***

For 30 years, Dick Jones Communications has been one of the nation's leading public relations agencies for clients in the education field. A full-service communications firm, we specialize in national media relations and crisis support. We help spark dialogue and debate on the issues that are changing our world. Dick Jones Communications has offices in Los Angeles, Pittsburgh and in New England.

### ***Position Description***

Dick Jones Communications is seeking a creative, organized and energetic person to join our dynamic and growing team. In this early career position, you will learn about all aspects of our business and have the chance to work directly with senior firm leadership and clients. We are committed to working with you to grow and excel in this field, and we are looking for the same commitment in return.

On a day-to-day basis, you will be responsible for helping execute public relations campaigns for a variety of clients: developing media lists, conceptualizing story pitches and preparing contributed articles or op-eds on research, expertise and education initiatives. We would like you to have a strong interest in the media, current events and what makes a good story.

You will also assist with the administration of client accounts, including media monitoring, tracking and developing of reports, maintaining media lists and other "housekeeping" tasks. You will report to the firm's vice president and be based in our McMurray, Pa. office.

Ideal candidates will:

- Demonstrate strong written and verbal skills
- Be flexible, organized and comfortable managing multiple projects on deadline
- Build strong and effective relationships with journalists, clients and the Dick Jones Communications team
- Possess a professional attitude and intellectual curiosity
- Have an interest in national higher education issues
- Demonstrate proficiency with Microsoft Office
- Hold a bachelor's degree in English, journalism, communications or related field.

### ***Application Details***

Please send cover letter, resume, and a writing sample to Dick Jones Communications, C/O Laura Snyder, 6000 Waterdam Plaza Dr., Suite 140, McMurray, PA 15317. Materials may be emailed to [laura@dickjones.com](mailto:laura@dickjones.com). No phone calls please.