

**POSITION OPEN: Account Coordinator (05/16)**

**Job description:**

Water-focused public relations firm in Austin seeks organized, energetic, self-starting, and personable staff person to help plan and execute activities on behalf of clients under the supervision of account director. Additionally, job requires networking, marketing and growth efforts for the firm.

**Job responsibilities:**

- Manage daily activities for client needs
- Develop and manage project budgets
- Research and writing for meeting notes, client reports, website content, blogs, media alerts/press releases, etc.
- Website management (posting news, meetings, and other changing content)
- Organizational support for events (conference, bus tour, trade show, etc.)
- Maintain and update contact databases for clients and firm
- News hounding to stay up-to-date on Texas, national and worldwide water news
- Execute social media strategy for clients and firm
- Workload ratio: 80% client work, 20% in-house

**Required skill set includes:**

- Dexterity with all components of Microsoft Office suite
- Organizational prowess
- Client service orientation that exceeds expectations
- Ability to work under deadlines with aplomb
- Attention to detail
- Excellent writing, editing and proofreading skills
- Event planning and execution, detail oriented
- Marketing and/or communications experience
- Strong writing and presentation skills

**Additional brownie points for:**

- Knowledge of Texas water issues, water planning and policy
- Media relations experience
- HTML/other web programming skills
- Capabilities with document formatting programs
- Legislative/regulatory analysis
- Familiarity with Adobe Creative Suite

Compensation based on skills, experience and work schedule in range of \$25-30/hour. Work hours somewhat flexible, 20-30 per week. Opportunity for advancement and to grow position from part time to full-time salaried with paid time off. Office in South Austin, free parking available.

Interested applicants should send their resumes to [kford@waterpr.com](mailto:kford@waterpr.com)

**Please keep resumes to no more than two pages.**