

Associate Stearns Johnson Communications, Inc.

We are excited to bring on an associate (1-3 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.

Stearns Johnson is 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 leaders in business-to-business technology, consulting and “green” industries.

Responsibilities

Responsibilities are based on the associate’s experience and interests. The ideal 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)
- Writing press releases, bylined articles and related materials
- Securing speaking opportunities and awards

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

- Involvement in branding and graphic design projects
- Assisting with preparation and presentation of new business presentations
- Managing select projects from start to completion

Qualifications

- 1-2 years total experience, at least one year PR firm experience
- Passion for providing clients with outstanding work
- Strong interest in media/analyst relations
- Outstanding attention to detail
- Excellent written and verbal communication skills
- Strong work ethic, self-starter personality
- Eagerness to learn and share successful strategies
- Can do attitude! Sense of humor!

What We Offer

- Competitive salary
- Generous healthcare package
- Bonus program
- 401-K with guaranteed contribution
- Work-at-home policy
- Summer hours
- Casual attire

For more information, please contact: tjohnson@stearnsjohnson.com or visit www.stearnsjohnson.com.