

## Account Executive

### The Monument Group

Leading Austin-based strategic communications firm specializing in public relations, public affairs, issue management campaigns and crisis communication is seeking an energetic and motivated Account Executive to join our top-flight team. We value people that will rise to a challenge with confidence and seek the complexity of a large agency in a small environment setting.

### Ideal Candidate

- Stellar interpersonal skills and enjoys community. Detail driven personality.
- Understands the dynamic of work-life balance and the ability to do both well.
- A storyteller with an ability to craft content that's persuasive and on-brand.
- Has a strong understanding of Texas' culture, business, and political environments.
- Previous communications experience in the private sector and or political communication.
- Ability to manage multiple projects simultaneously and work in a fast-paced environment.
- Active consumer of news media and current events.

### Responsibilities

- Support client campaigns and initiatives under the leadership of other team members. Managing multiple client accounts at a time is commonplace.
- Develop and assist in the execution of strategic communication plans.
- Monitor traditional, social and the digital media environments surrounding clients/select issues and generate daily press reports.
- Outreach to grassroots and grass-tops constituencies and coordination of advocacy activities and engagements.
- Organize and report progress on client accounts.

### Qualifications

- 1-3 years of experience in public relations, public affairs, campaigns or journalism.
- Exceptional writing skills (AP Style) and the ability to demonstrate this during the interview process.
- Bachelor's degree in related field.
- Knowledge of public relations tools like Meltwater, Cision and TVEyes. Experience in graphic design, social media, digital advertising and SEO to be viewed favorably.

### Recruitment Requirements

- Candidates selected for final-round interviews will be required to complete a DiSC personality profile.
- Final round candidates will be administered a writing test.
- This is an in-office position.

### Benefits Summary

- Salary based, quarterly bonus program, health coverage, health savings account, monthly mobile phone stipend.
- This is an in-office role, not remote work.

### Contact

- Email a cover letter, resume, and references to [Info@TheMonumentGroup.com](mailto:Info@TheMonumentGroup.com).
- *Only qualified candidates will be contacted to schedule an interview.*