

## Account Supervisor

### About Us

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. Eagerness to learn and work both collaboratively and independently.
- Understands the dynamic of work-life balance and the ability to do both well.
- Has a strong understanding of Texas' culture, business, and political environments.
- Public relations experience with Fortune 500 clients and or past political communication experience.
- Must have the ability to see every angle and communicate complex industry and policy based issues.
- Must be an active consumer of news media and current events. Demonstrated understanding of how the media environment operates.
- Ability to manage multiple projects simultaneously and work in a fast-paced environment.
- Active consumer of news media and current events.
- Demonstrates the ability to draw other team members closer and lead them through complex project work.

### Responsibilities

- Serve as a project manager in conjunction with other team members for key accounts and run day-to-day oversight of client deliverables from strategic planning to execution.
- Engage account team and set a standard of excellence.
- Develop and assist in the execution of strategic communication plans. Managing multiple high-impact client accounts at a time is commonplace.
- Bring a proactive, solutions-oriented approach to account needs and opportunities.
- Manage interactions and build relationships with key reporters on story development and inquiries.
- Outreach to grassroots and grass-tops constituencies and coordination of advocacy activities.

### Qualifications

- Minimum 5 years of public relations, public affairs, campaign, journalism or strategic communications experience.
- Exceptional writing skills (AP Style) and the ability to demonstrate this during the interview process.
- Attention to detail and ability to manage several projects simultaneously.
- Understanding of Texas stakeholders in politics, business and industry, trade associations, nonprofits and advocacy groups.
- Candidates must be comfortable and confident interacting with clients and providing communications counsel.
- Bachelor's Degree in a related field.
- Knowledge of public relations tools like Meltwater, Cision, TVEye. 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.

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.*