

Account Coordinator

About Us

The Monument Group is the leader of Texas-focused professional research, public relations, public affairs, corporate campaigns, and statewide on-the-ground advocacy. We navigate the diverse Texas landscape to earn public trust and market share for our clients.

Based in Austin, The Monument Group designs winning communications campaigns that leverage our deep expertise in the following research, outreach and engagement tactics:

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 Coordinator to join our top-flight team. We value people who will rise to a challenge with confidence, enjoy collaborating in team settings, and appreciate opportunities to constantly learn about new issues and organizations.

Ideal Candidate

- Stellar interpersonal skills and enjoys community. Detail-driven personality.
- Has a basic understanding of Texas' culture, business, and political environment.
- Previous communications experience in the private sector or political/policy environment.
- Eagerness to work in a fast-paced environment.
- Active consumer of news media and current events.

Responsibilities

- Support account service teams at direction of client managers.
- Monitoring of press clips, social media and assembly of client reports.
- Research for grassroots and grasstops programs, coordination of advocacy activities.
- Build custom media lists.
- Learn best practices from senior team to expand account management responsibilities.

Qualifications

- 0-2 years of public relations, public affairs or strategic communications experience.
- Exceptional writing skills.
- Charismatic personality, extraordinary interpersonal and teamwork skills
- Driven by attention to detail and a desire to constantly improve
- Understanding of Texas stakeholders in politics, business and industry, trade associations, non-profits and advocacy groups
- Candidate must be comfortable and confident interacting with clients
- Bachelor's degree from an accredited university.
- Past political communication experience in Washington, DC or statewide office will be viewed favorably, as will experience with public relations or public affairs-oriented firms

Recruitment Requirements

- 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, mobile phone stipend.
- This is an in-office role, not remote work.

Contact

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