

Account Supervisor

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. We are 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 collaboration, and appreciate opportunities to constantly learn about new issues and organizations.

Ideal Candidate

- Stellar interpersonal skills and enjoys community. Eagerness to learn and work both collaboratively and independently.
- Has a strong understanding of Texas' culture, business, and political environment.
- Public relations experience with Fortune 500 clients and or past political communication experience.
- Must have the ability to quickly learn and clearly communicate complex industry and policy-related 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 motivate team members and lead them through complex project work.

Responsibilities

- Serve as a project manager for key accounts and run day-to-day oversight of teams and client deliverables from strategic planning to execution.
- 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 from an accredited university.
- 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

- 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.

Contact

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