

Wilson Public Affairs
1718 Capitol Ave
Sacramento, CA 95811
(916) 520-2412

Public Affairs Account Coordinator

Summary:

Wilson Public Affairs is a full-service public affairs firm specializing in issue advocacy and political campaign management. We are seeking an Account Coordinator to support senior staff in the day-to-day management of several high-profile projects.

The ideal candidate will excel in fast-paced environments, enjoy working with a very collaborative and tight-knit unit, have a can-do attitude and possess excellent time management, organizational, and communication skills.

Duties:

- Write press releases, fact sheets, op-eds, social media content and other outreach or public affairs materials
- Assist in running paid Facebook, Twitter, and Instagram campaigns
- Provide press support by maintaining press lists, drafting press releases, pitching stories, and following up
- Conduct background research on a variety of policies or topics
- Monitor news and execute a daily distribution of news clips for multiple projects/clients
- Schedule meetings and prep materials
- Manage and keep the office organized by ordering office supplies, answering phones, working with respective IT contractors when necessary
- Assist with client billables and company expenses
- Provide senior staff with support for projects and other daily tasks as needed

Qualifications and Skills:

- Four-year degree in political science, communications or similar field
- Knowledgeable and enthusiastic about politics, advertising, and current events
- Problem-solving nature with the ability to identify issues and resolve them
- Strong interpersonal and communication skills and willingness to participate in and support a collaborative work environment
- Maintain the ability to work in a task-based, fast-paced environment amidst various workflows with often tight deadlines
- Excellent time management skills and the ability to multi-task
- Detail-oriented and organized
- Proficient in Microsoft Suites
- Experience with WordPress, Photoshop, Constant Contact, MailChimp or similar platforms a plus
- Experience working in an office or professional setting preferred

Apply:

Send a resume and cover letter to julie@wilsonpa.com