

Account Coordinator - Anchorage

An account coordinator is an entry-level position. Applicants should have a bachelor's degree in PR, journalism, marketing, communications, English or related field, or have previous experience in public relations. Previous experience in communications, journalism, social marketing, writing or other creative endeavor is a plus. Job duties may include but are not limited to:

- Supporting the account team to which you are assigned
- Staffing the account executive on the team to which they are assigned
- The ability to multitask and meet deadlines
- Strong writing skills and near-Biblical devotion to AP Style
- Excellent verbal communication skills, including good phone etiquette
- The ability to brainstorm, think creatively and problem solve with minimal direction
- Solid researching skills
- Experience with a variety of social media channels
- Media pitching to local, state and national journalists
- Media list building and maintenance
- Attention to detail
- Ability to monitor the media for client coverage and compile ROI reports
- Willingness to cultivate leadership skills
- Curious about the world and seeks answers because they want to, not because they have to

Qualifications:

- Knowledge and interest in agency clients' industries
- Experience developing messaging and positioning for brands and campaigns
- Exceptional writing skills and in-depth knowledge of AP style
- Detail oriented with ability to multitask
- Desire to contribute to a growing agency environment with teams across the country

Please send a resume, cover letter and any relevant work samples to Ariel Amand, ariel@thompsonpr.com.
No phone calls please.