



## **Account Coordinator Position (Part-Time)**

*CoreMessage, Inc., is an award-winning, Tallahassee-based firm offering full-service communications and public relations services to a diverse group of businesses and organizations throughout Florida.*

CoreMessage is looking for a hard-working and motivated individual to join our team as an Account Coordinator. The Account Coordinator opening is a part-time, paid position at approximately 20 hours per week. We are looking for students who are pursuing a bachelors or graduate degree in communications, public relations or a related field. The Account Coordinator position offers students the opportunity to gain valuable hands-on experience and build dynamic skills to help you succeed as a real-life PR pro.

### Responsibilities Include:

- Compile and send daily news clips to clients
- Draft and edit PR materials, such as press releases and opinion editorials
- Draft content and assist with managing social media accounts for CoreMessage and clients
- Conduct research for client projects
- Assist with planning and executing client events, such as press conferences
- Compile publicity reports and track media coverage
- Update and maintain media lists
- Assist with pitching radio interviews, story ideas and opinion pieces to media
- Assist with grassroots outreach for client projects
- Serve as the office receptionist, greet clients and answer phones professionally
- Out of office errands as needed
- Assist with administrative and office procedures

### Qualifications

- Junior or senior level student pursuing a bachelor's degree or a graduate student in communications, public relations or a related field
- Ability to commit to approx. 20 hours per week
- Strong written and verbal communication skills
- Ability to start, manage and finish projects quickly and efficiently
- Strong attention to detail, extremely organized and ability to multi-task
- Professional demeanor
- Ability to work independently and stay on-task
- Proactive, can-do attitude and a willingness to learn and grow
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook
- Comfortable answering phones
- Reliable transportation
- The ability and interest to stay in this position for at least one year is a plus, but not required.

If you think you've got what we're looking for, we'd love to hear from you! Send your resume, schedule of availability and one writing sample (ideally a press release or other PR material) to Sarah Revell at [sarah@coremessage.com](mailto:sarah@coremessage.com). No phone calls please.