



Public
Relations

Full-time position: Account Manager
On 3 Public Relations, LLC
Tallahassee, Florida
Salary: Commensurate with Experience

On 3 Public Relations

On3PR is seeking a full-time, mid to senior-level professional to serve as an account manager for the Tallahassee-based public relations and communications firm. The qualified candidate will serve as a liaison to On3PR clients, including corporate, non-profit, and political issue/campaign projects. Fast-paced, creative environment with some travel required. Salary is commensurate with experience. Additional information on the firm may be accessed at www.On3PR.com.

Responsibilities:

- Lead in establishing coalitions, messaging strategies and earned media opportunities in support of short term and long-term client mission and goals.
- Identify media opportunities and best practices for clients while proactively providing clear, concise and consistent information to internal and external audiences.
- Draft, distribute and pitch/place press releases, media advisories, statements, talk points, opinion pieces and letters to the editor.
- Establish and maintain effective working relationships with representatives of local, state, and national media.
- Assist with creating and monitoring content for websites and digital media campaigns.
- Manage and update electronic media databases, distribution lists, and archival of media hits.

Qualifications:

- Minimum of three (3) to five (5) years of experience as primary contact with media.
- Bachelor's degree in journalism, communications, political science or other relevant area of study.
- Excellent writing, editing and oral communication skills.
- Experience in pitching earned media opportunities.
- Knowledge of print, broadcast and radio formats and industry protocols, including AP style.
- Graphics experience preferred.

To apply for this position, send your resume, cover letter, and three (3) writing samples via email to christina@on3pr.com.

On 3 Public Relations
Post Office Box 1369
Tallahassee, FL 32302-1369
850.391.5040 Office
www.On3PR.com Website