



Overview

Tassi Communications seeks a full-time **PR Account Coordinator** with a minimum of one year of media relations experience (internship experience is okay). Candidate will support the firm's team and contribute to all aspects of client service, including public relations planning, content creation, media and stakeholder engagement, event planning, and reporting. As the company expands, there is tremendous opportunity for growth in this position.

About Tassi Communications, Inc.

Tassi Communications is a boutique public relations agency delivering a full range of customized communications services to clients in Chicago and across Illinois. Specializing in media relations, public affairs, and social media integration, we build campaigns that educate, influence, and inspire. Our clients include some of the world's most recognizable brands, including Fortune 50 companies from the automotive, banking, social media, healthcare, and beverage industries.

Responsibilities

PR Account Coordinator will be responsible for:

- Researching trending topics, staying up-to-date on news that impacts firm's clients
- Concepting newsworthy stories and events that earn media coverage for clients
- Creating high-impact media materials, including press releases, advisories, and pitches
- Successfully engaging media to secure positive client coverage
- Conducting outreach to stakeholders, including elected officials, community leaders, and nonprofit partners
- Crafting social media content for clients
- Participating on client conference calls; preparing coverage reports
- Staffing media-facing events throughout Illinois

Candidate Profile

The ideal candidate will have...

- A bachelor's degree in a communications-related course of study
- A minimum of one year of media relations experience
- Proficiency with Cision database; TVEyes; strong researching skills
- Exceptional communications skills (professional demeanor, speaks clearly, concisely in conversation and in writing); attention to detail
- A self-starter attitude; committed to hard work but knows how to make work fun

Benefits

Competitive salary, healthcare, dental, PTO, flexible work/telecommuting available

Candidates should send resume to kristin@tassicommunications.com.