



Marketing Assistant

Bolt Public Relations, an award-winning public relations, marketing communications, events and social media agency with offices in Boston, Dallas, Irvine and Raleigh, is seeking an enthusiastic marketing assistant to join our Dallas team! This is an opportunity for a highly organized and results-driven professional to grow in a fast-paced environment. We are seeking someone who will roll up his or her sleeves and do what it takes to deliver great results for the agency and our clients. Bolt clients span a wide variety of industries, including technology, education, nonprofit, health and fitness, beauty, and restaurant and hospitality. For more information, visit www.BoltPR.com and follow us on Twitter at www.twitter.com/BoltPR and Facebook at www.facebook.com/BoltPR.

Essential responsibilities include:

- Media relations
- Content development, such as: blogs, social media posts, press releases, articles
- Social media community management
- Social media content scheduling
- Research and list development
- Event support and vendor coordination
- General administrative support
- Excellent customer service to external customers, including clients, vendors and visitors

Expectations of position:

- Excellent written and verbal communication skills
- A commitment to exceeding expectations
- A high sense of urgency at all times
- Strong organizational skills and attention to detail
- Ability to multitask and work in a very fast-paced environment
- Reliability and regular, on-time attendance
- Ability to excel in both individual and team environments, and willingness to be a team player
- Positive representation of the agency and our clients at all times
- Knowledge of social media platforms and capabilities
- Ability to adjust to changing deadlines and priorities
- Ability to take initiative and accountability for the accuracy of information
- Maintain confidentiality when dealing with business matters
- Thorough knowledge of office equipment and software systems including word processing, spreadsheet and presentation software

To Apply:

To be considered for this position, please send your cover letter and resume to careerTX@boltpr.com.

We look forward to hearing from you!