



Public Relations Account Associate – Orange County

Bolt Public Relations, an award-winning, independently owned public relations, marketing, events and digital marketing agency with offices in California, North Carolina, Pennsylvania and Texas, is looking for an experienced PR pro to join our California team! This is a public relations position with primary functions that include account leadership, media relations writing, event coordination and community relations.

Requirements:

- A minimum of two years direct PR experience in an agency
- A proven track record of successful account work and agency life
- Expertise using Cision or similar platforms
- Thorough understanding of how media work and proven experience generating quality press coverage regionally and nationally
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to balance multiple priorities, reprioritize work and manage time in fast paced environment
- Strong communication and writing
- Self-starter, driven and hungry for personal growth and achievement
- Team player
- Beneficial but not required:
 - Fundamental knowledge of effective social media marketing
 - Basic graphic design

Essential responsibilities include:

- Media relations, including strategy, proactive outreach and interview coordination
- Community relations and events
- Copywriting and collateral development
- PR reporting and measurement
- Client communication
- Supporting strategy, ideation and account leadership

Bolt PR offers a competitive salary commensurate with experience, as well as a comprehensive benefits package including paid vacation time, medical insurance and a 401K plan.

To Apply:

To be considered, please send your cover letter and resume to CareerCA@boltpr.com.