



PR Assistant Account Executive – Irvine

Bolt Public Relations, an award-winning public relations, events and digital marketing agency with offices in California, Massachusetts, North Carolina and Texas, has an immediate opening for an experienced PR assistant account executive to join our Irvine team! This is an opportunity for a highly organized and results-driven professional to grow in a fast-paced environment. Bolt clients span a wide variety of industries, including technology, education, nonprofit, health and fitness, beauty, and restaurant and hospitality.

This is a PR position with primary functions that include media relations, community relations, and event publicity and coordination.

Requirements:

- A degree in communications, public relations, marketing, journalism or related field
- A minimum of two years of public relations experience, ideally in an agency environment
- Outgoing and driven to build relationships with media, consumers, businesses, and community groups
- Proven track record of securing impactful press coverage on behalf of clients
- Creativity and initiative in brainstorming new ideas, developing plans and problem solving
- Excellent written and verbal skills
- Strong organizational and interpersonal skills

Essential responsibilities include:

- Proactive outreach to media contacts, including bloggers and influencers, to regularly secure press placements on behalf of clients
- Copywriting and collateral development, including press releases, media advisories, newsletters, articles, press kits, case studies and more
- Plan, coordinate and execute media events, grassroots marketing and cross-promotional opportunities on behalf of the agency's clients
- Local market research, such as news and event monitoring, community group and business contact list research, and media and influencer list development

Expectations of position:

- A commitment to exceeding expectations
- A high sense of urgency at all times
- Ability to multitask and work in a very fast-paced, deadline-driven 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 its clients at all times

Position title and competitive salary commensurate with experience. Bolt provides a comprehensive benefits package including paid vacation time, medical insurance and 401k plan.

To Apply:

Think you have what it takes? We would love to hear from you! To be considered for this position, please send your cover letter and resume to careerCA@boltpr.com. No phone calls please.