



## Public Relations Account Executive - Pittsburgh

Bolt Public Relations, an award-winning, independently owned public relations, marketing communications, events and digital marketing agency, is looking for an experienced PR pro to join our Pittsburgh 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 public relations position with primary functions that include account leadership, media relations, writing, community relations, and event publicity and coordination.

### Requirements:

- Minimum of three years of public relations experience, preferably in an agency environment
- Outgoing and driven to build relationships with media, consumers, businesses and community groups
- Proven track record of successful account management
- Established media relationships
- Thorough understanding and proven experience generating quality press coverage regionally and nationally
- Creativity and initiative in brainstorming new ideas, developing plans and problem solving
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Fundamental knowledge of effective social media marketing

### Essential responsibilities include:

- Account leadership and strategy development
- Media relations, including strategy, proactive outreach and interview coordination
- Client relations, including daily communication and weekly reports
- 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
- Local market research, such as news and event monitoring, community group and business contact list research, and media and influencer list development
- Business development support

### 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
- 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

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:

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 [CareerPA@boltpr.com](mailto:CareerPA@boltpr.com).