



Public Relations Account Coordinator – Dallas

Bolt Public Relations, an award-winning public relations, marketing communications, events and social media agency with offices in California, Massachusetts, North Carolina and Texas, has an immediate opening for an entry-level PR pro to join our Dallas 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 media relations, writing, event coordination, social media marketing and community relations.

Requirements:

- A degree in communications, public relations, marketing, journalism or related field
- Must be outgoing and excited about building relationships with media
- Excellent written and verbal skills
- Excellent organizational and interpersonal skills
- Ability to multi-task in a very fast-paced, deadline-driven environment
- Motivated to pick up the phone and achieve results

Essential responsibilities include:

- Proactive media outreach and story/interview coordination
- Copywriting and collateral development, including press releases, media advisories, newsletters, articles, press kits, case studies and more
- Social media integration and support, as needed
- News monitoring and research
- Assistance with the planning and coordination of press events
- Online research, including awards and editorial opportunities
- General support of senior staff

Expectations of position:

- A commitment to exceeding expectations
- Daily outreach to local and national media outlets
- 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 its clients at all times

To Apply:

To be considered for this position, please send your cover letter and resume to careerTX@boltpr.com. No phone calls please.