



We Make Impact.

OPEN POSITION: Account Coordinator

Bolt PR, a national, award-winning public relations and digital marketing agency, is looking for a PR Account Coordinator to join our 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, consumer products, education, nonprofit, health and fitness, beauty, F&B and hospitality.

This is a full-time PR and digital marketing position with primary functions that include media relations, content development and account support.

Essential responsibilities include:

- Develop press materials, including press releases, media advisories, newsletters, articles, press kits, case studies, cross-promotional marketing materials and more
- Proactively reach out to media contacts including national, trade, business and consumer media; podcasts; TV and radio stations; bloggers and influencers; and coordinate story and interview opportunities in full
- Support the planning, coordination and execution of events and other cross-promotional opportunities on behalf of clients
- Conduct local market research, such as news and event monitoring, online and social monitoring, community group and business contact list research, and media and influencer list development
- Provide ongoing support of accounts and PR teams

Requirements:

- A degree in communications, public relations, marketing, journalism or related field
- One to three years experience (including internships) in PR, marketing, social media or related field



- Creativity and initiative in brainstorming new ideas, developing plans and problem solving
- Excellent written and verbal skills
- Strong organizational and interpersonal skills
- A commitment to exceeding expectations
- 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

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