

## Public Relations Account Coordinator

Callanan & Klein Communications, a Boston firm specializing in consumer public relations and event marketing is currently seeking an enthusiastic and results-oriented entry-level professional to join the team.

Candidates must have a passion for media relations along with a track record in delivering results. Excellent written and verbal communications are required. The successful individual will have a positive attitude, common sense, a desire to learn and willingness to do what it takes to get the job done.

Responsibilities include:

- Research PR opportunities and manage editorial calendars
- Draft pitch letters and press releases
- Develop relationships with reporters on both local and national levels
- Assist with social media campaigns
- Assist team with new business research and preparation for new business presentations
- Media research and media list development
- Client reports
- Participation in brainstorm sessions

Requirements:

- Bachelor's degree from an accredited university
- Solid writing and phone skills, good attention to detail
- Good understanding of social media
  
- Excellent judgment, positive attitude and a desire to contribute and learn
- Ability to solve problems on his/her own
- Passionate about public relations and media relations
- Amazing writing, proofing and editing skills
- Lots of energy, strong presence and great project leadership skills
- Strong knowledge of Microsoft Office
- Bachelor's degree in a related area
- Have a valid driver's license
- 1-2 years of experience or internships at public relations agencies

To apply for the position, please e-mail a cover letter, resume and salary requirements to [info@callananklein.com](mailto:info@callananklein.com). No phone calls please. Only qualified candidates will be contacted.

Competitive benefits package and salary commensurate with experience. Callanan & Klein Communications is located in Newton, MA.

