



SAXUM

PUBLIC RELATIONS

SAXUM PUBLIC RELATIONS is a premier strategic communications firm serving the needs of local, regional and national organizations. From high level consulting in the board room to a customer appreciation event to a live broadcast interview, the Saxum team helps clients tailor their messages to best fit their audience and cause. Saxum|PR currently has an opening for a talented and experienced Account Executive in Oklahoma City.

The Account Executive (AE) has client contact and is responsible for maintaining a continued, consistent work flow of accounts under his/her direct responsibility. The AE is involved in all aspects of the account on a daily basis, from planning and budget development to development of communications and media relations. He/she is directly responsible for ensuring accounts are serviced efficiently and effectively. The AE is responsible for the implementation of assigned tasks, including media relations, community relations, event planning and research.

Description

- Work with clients to develop strategic communications and public relations plans that assist them in meeting their business objectives
- Conceptualize and write documents including communications plans and presentations, news releases, media reports, case studies, fact sheets, collateral materials, etc.
- Support media relations activities and social media activities, including pitching stories to local, state and national media and monitoring and developing media reports
- Monitor and analyze all account media coverage and compile client reports
- Manage implementation of events such as press conferences, media briefings, client events, media tours, etc.
- Work with in-house creative team to develop creative materials
- Support office and company growth by providing excellent client service and assisting senior staff with business development activities
- Assemble awards nomination entry components for Saxum and clients
- Act as a mentor to Junior Account Executives, Account Coordinators and intern positions
- Develop monthly, quarterly and annual client reports

Requirements

We are looking for a candidate who enjoys working with others, problem solving and creating value for clients. Excellent writing (including AP style), project management, event management, communications and presentation skills are important. Candidates must be committed to delivering results that meet clients' business goals.

- *Experience:* 3-5 years of experience in strategic communications/public relations. Experience managing/leading multiple projects is required. Prior agency experience is preferred.
- *Education:* Bachelor's degree is required for this position. Major or field of study preferably in public relations or communications, but not required.
- *Programs/Software:* Proficient in all Microsoft office products and standard PC software.
- *Knowledge, Skills, Abilities and Other Characteristics:* Saxum is seeking an energetic, positive, talented, highly-motivated and creative individual with a strong work ethic. Applicant must work well in a fast-paced, team environment under demanding deadlines and have excellent time management skills.

Contact

Qualified applicants meeting all of the position requirements should send a résumé and cover letter to Sara Walker, vice president, operations, swalker@saxumpr.com. Please include AE in the subject line of your e-mail.

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