

## Account Coordinator- San Diego, CA

### **About Katz & Associates:**

K&A is a nationally-recognized communication consulting firm specializing in stakeholder outreach and public involvement programs for public and private sector clients. From water and public utilities, to energy, transportation, environmental sustainability to real estate, development, civic issues, policy and quality of life issues, we maintain a firm commitment to providing communication programs that create awareness about key issues that are of critical importance to communities. We help our clients communicate effectively about things that matter.

With locations in San Francisco, Los Angeles and headquarters in San Diego, we serve clients nationwide. We offer competitive compensation and the opportunity to work with a great team of practitioners on important projects.

### **Summary:**

We are looking for a full-time Account Coordinator to join our office in San Diego. Candidates should have the skills to handle multiple tasks and fast paced projects, prioritize effectively, show initiative, and work well on project teams and with different project managers. We're looking for candidates that have great attention to detail and a command of AP style and English grammar. Proficiency in Microsoft Office is a must. Because most of our clients are government agencies, familiarity with government operations and previous experience at a consulting agency are preferred, but not required. This is a great opportunity to work with some of the industry's leading experts.

### **Essential Duties and Responsibilities:**

- Provide support on assigned accounts and general account support
- Conduct in-person and door-to-door outreach for various construction relations programs
- Coordinate special events and provide logistical support for public meetings
- Research client issues and track media coverage
- Assist with media outreach
- Assist with new business proposal and marketing kits
- Building stakeholder databases, including research to identify target organizations
- Development and proof advertisements, fliers and postcards, including coordinating with vendors for design, printing, and placement of notices
- Creating and proofing news releases, newsletter articles, fact sheets, and other client materials as needed
- Support efforts to expand client base, including assistance with proposal and/or presentation development
- Interact with clients on a tactical level

- Perform as-needed administrative support, such as run errands for office and/or arrange for courier services, etc.
- Some after-hours and weekend support may be required for events, meetings, etc.
- Other duties as assigned

**Experience/Education:**

- Minimum 6 months to 1 year of related experience in public relations, environmental planning, public policy, marketing, communication media or government experience; can be substituted for a graduate degree
- Bachelor's degree in related area required
- Second language proficiency (Spanish) a plus

**Skills and Knowledge:**

- Media, community, and government relations
- Meeting and event planning
- Client services and client relations
- Familiarity with local political issues and government operations
- Familiarity with local media outlets and contacts
- Mastery English language, standard rules of grammar and familiarity with AP style rules
- Proofreading
- Writing
- Problem analysis/solving
- Diplomacy
- Public speaking and presentation
- Handle multiple tasks and time-management
- Project Management
- Creativity
- Attention to detail
- Resourcefulness and initiative
- Microsoft Office at intermediate level

**Other Requirements:**

- This position requires 40 hours per week, Monday through Friday, assistance at occasional weekend or evening events may be needed
- Possess valid driver's license, car, registration and insurance
- Some travel may be required

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing duties of this job, the employee is regularly required to use hands, finger, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand, walk, sit and stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance, and taste or smell. The employee must regularly lift and/or move up to 10 pounds frequently lift and/or move up to 25 pounds, and occasionally lift/and or move up to 30 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

**To Apply:**

All interested candidates should send their resume and cover letter to [careers@katzandassociates.com](mailto:careers@katzandassociates.com). Cover letter should indicate experience and interest in public involvement and outreach programs as well as salary requirements.

*All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act -- Government Code Section 12900-12996), except where such discrimination is based on a bona fide occupational qualification.*