

Project Manager/Account Executive II – San Francisco, CA

Position Highlights:

- Full-time position, working remotely to start and will transition to on-site when it is deemed safe to do so by the City of San Francisco and the CDC. (timing TBD)
- Annual salary range of \$80-85K
- Full coverage health insurance (including dental and vision), two weeks paid vacation plus additional time off for sick/mental health days, monthly commuter pass, an annual budget for personal professional development and many other benefits.

Summary:

We are looking for a full-time project manager/Account Executive II to join our team in San Francisco. We're looking for candidates interested in a career, not a job. Candidates should have the skills to handle multiple tasks, prioritize effectively, show initiative, and work well on project teams and with different project managers. We're looking for candidates who have great attention to detail and a command of AP style and English grammar. Proficiency in the Microsoft Suite is a must. Because most of our clients are government agencies, familiarity with government operations and previous experience at a public agency or as a consultant are preferred, but not required. This is a great opportunity to work on an important infrastructure project with some of the industry's leading experts in communication and public outreach.

About Katz & Associates:

Katz & Associates 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.

This is a full-time, salaried position with a range of \$80,000- \$85,000. In terms of additional benefits, we provide several options for health insurance coverage and cover a plan at 100%, two weeks of paid vacation with additional time for sick and mental health days, observe all Federal holidays, a monthly phone stipend, a monthly commuter benefit, 401k and ESOP benefits, and basic life insurance at LTD at no cost to the employee.

Essential Duties and Responsibilities:

- Support community relations associated with public policy, environmental, military, transportation, public utility and water projects

- Interact regularly with clients and project teams on a strategic and tactical level
- Serve as project manager or task lead on assigned clients, including managing the day-to-day needs of clients and project teams
 - Develop public involvement and/or communication public outreach plans and implement them in collaboration with our clients
 - Develop content and manage production of a range of collateral materials to support communication and outreach efforts, including but not limited to fact sheets, posters, presentations, web and social media postings, news releases, newsletter articles, notifications, including coordinating graphic layout and printing as required
 - and other client materials as needed
 - Planning and coordination for various types of events ranging from public meetings/open houses to large-scale special events for clients and projects
 - Conduct media relations for clients, as needed
 - Regularly identify new opportunities for client initiatives without supervision
 - Develop budgets as needed
 - Other duties as assigned

Experience/Education:

- Minimum three (3) years related communications/public affairs/outreach experience, construction-relations experience a plus
- Supervisory experience or training preferred
- Strong public speaking skills and ability to give presentations in front of a range of audiences
- Public relations, public relations agency, media or government experience required
- Strong event planning skills required
- Bachelor's degree in related area required

Skills and Knowledge:

- Client service
- Strong familiarity with local political issues and government operations in San Francisco
- Strong familiarity with local media outlets
- Mastery of AP Style and standard rules of grammar
- Problem analysis/solving
- Strategic planning
- Leadership
- Project management
- Effective delegation
- Presentation skills
- Initiative and proactive nature
- Ability to handle multiple tasks at once
- Creativity
- Ability to think on your feet and respond quickly to changing circumstances on projects and with clients
- Mastery of all writing formats, including media communications, collateral materials and proposals
- Microsoft Suite
- Familiarity with public opinion research concepts
- Familiarity with video production processes

- Familiarity of proposal and budget development

Other Requirements:

- Possess valid driver's license, car, registration and insurance
- Some travel may be required

Physical Demands:

The physical demands described below 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.

Scammer alert! We have been notified that individuals appearing as recruiters or employees from Katz & Associates have reached out to job seekers requesting personal info through an app. Katz & Associates will never ask you to install any third party apps to communicate with us . Katz & Associates will only contact you through our official domain @katzandassociates.com. Any deviation from this domain is not legitimate and you should not respond. K&A will never ask candidates to pay for training or computer equipment. Nor will we reach out to candidates via text message. Please visit our careers page for our current open positions. <https://katzandassociates.com/careers/>

To Apply:

All interested candidates should send their resume and cover letter to careers@katzandassociates.com. Cover letter should share more about you and your interest in the position as well as explain your relevant experience and interest in communication and public outreach programs.

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.