

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, our team of 35+ professionals serve clients nationwide with a strong focus on California. We offer competitive compensation and benefits including health, dental, vision and life insurance.

Some additional employee benefits include:

- **Company culture that focuses on employee engagement as well as a strong emphasis on employee professional development with each employee receiving an annual budget for education**
- **Robust Employee Stock Ownership Plan that provides an opportunity for employees to participate and become firm owners**
- **Flexible schedule with a focus on work/life balance, and work from home arrangements**
- **Opportunities for growth/commitment to employees through mentor programs and in-house education**

Summary:

We are looking for a bright, motivated individual to help our clients create and implement effective communications and outreach programs as 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.

This position will be remote until such time that the COVID-19 pandemic allows for safe in-person and office-setting interaction, after which residence in Southern California will be necessary. The position can map to K&A's Los Angeles or San Diego office.

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.

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 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.