

SE2 JOB DESCRIPTION

SE2

JOB TITLE: Associate (contract)

REPORTS TO: Principal

SUMMARY

This hybrid position works in a fast-paced, high-energy environment and is responsible for juggling many responsibilities and competing deadlines. The responsibilities of this role include elements of account management, project management, and communications strategy and implementation.

In their capacity as an account manager, this position serves as liaison between SE2 clients and the agency and works to ensure that we deliver on our contractual obligations (deliverables, timeline and budget).

In their capacity as a project manager, this position will collaborate with our VP of Operations to develop and manage project schedules and shepherd the project through completion.

Finally, this role is responsible for the communication strategy and implementation support on assigned projects. This includes the concepting, development and execution of paid, earned, owned and social media, and community outreach in accordance with approved client plans.

This contract position will work almost exclusively on a high-profile public health campaign. We anticipate a minimum of a three month, full-time contract, with the strong possibility of extending beyond this initial term.

KEY RESPONSIBILITIES

Account Management (20% of role)

- Serve as primary point of contact for SE2 clients, working to ensure their needs are met and work is of high quality and as expected
- Ensure projects and deliverables are completed as contracted and within approved budget(s)

Project Management (20% of role)

- Create and manage timelines in accordance with project work plans
- Support Finance and Client Services Team with client billing
- Schedule appropriate internal creative, content and strategy resources, keep detailed notes of decisions from meetings
- Develop project timelines and coordinate the work of project teams to ensure deliverables are produced on time

Communications Strategy & Implementation (60% of role)

- Lead discovery process to understand clients' issues, communications challenges and objectives and work with project strategists to develop recommendations, messages, project briefs, communications plans and other deliverables
- Develop and execute communications strategies including communications planning, messaging and tactical outreach through a variety of media
- Plan and conduct community outreach in accordance with approved client plans

Requirements

- Demonstrated experience and record of achievement in communications, client and project management
- Extremely strong writing, messaging and earned media skills
- Experience working in public issues and/or policy is preferred

To apply for this position, please submit a resume, cover letter and three writing samples to: Brandon@SE2Communications.com. Resumes will be accepted through 10/30/2020.