



PPRA Job Bank Form

Position:	Public Relations Manager
Organization:	Kimball Communications
Job Description/Requirements:	<p>Kimball Communications is a boutique public relations agency in the Philadelphia area that is just a little different from most PR agencies. Our clients, and our employees, tend to stay with us for a long time. Why? Because we hire outstanding employees who do amazing work without the typical agency egos and inter-office politics.</p> <p>We're looking for a Public Relations Manager with between 3 and 5 years of PR agency experience using traditional and social media channels to further client goals. The selected candidate will serve as the point-person for certain client accounts, and will be responsible for executing all PR tactics. B2B PR experience is preferred, but not required. Local candidates are preferred, and specific directions on how to submit your candidacy for consideration are included below and should be followed carefully.</p> <p>We're a hardworking team that appreciates strategic thinking, dedication and a healthy sense of humor. We run a team-centric, respectful and fun office and seek candidates looking for the same.</p> <p>Core responsibilities include:</p> <ul style="list-style-type: none"> - Serve as a daily contact for clients - Assist in developing client PR strategies and thought leadership plans - Write, edit and distribute press releases, media alerts, bylined articles and blog posts - Conduct outreach to trade, mainstream, broadcast and online media outlets - Develop and pitch story ideas to secure placements for our clients - Draft monthly reports for clients and work with our media relations coordinator to collect and share client clips - Manage select social media platforms on behalf of the agency and clients - Work with our team to develop social media strategy and provide guidance to clients on all social media services - Meet all deadlines! <p>An ideal candidate will have:</p> <ul style="list-style-type: none"> - 3-5 years of experience working at an agency in a public relations role - PR experience with trade media and varied industry segments

	<ul style="list-style-type: none">- Prior responsibility for managing social media applications and tools for clients- Experience in content marketing- Strong and versatile writing skills- Not less than three years of media relations experience- Previous client-facing responsibilities- Outstanding communication and interpersonal skills- Ability to self-direct and operate well under pressure- Bachelor's degree or higher in public relations, journalism or related communications field.
Contact Information:	A cover letter is required. Please use "Public Relations Manager" in the subject line when emailing. rhughes@kimballpr.com
Special Notes:	