

Position: PUBLIC RELATIONS MANAGER

Seeking ambitious professional with excellent communication, time management, and writing skills for full-time position with highly flexible hours. Opportunity for growth within progressive boutique agency.

Primary responsibilities: PR content creation, distribution and management; Media and client communications; Influencer outreach and social media management

“15 Minutes” Inc. - Brand, Special Event and Cause-Related Marketing Agency providing full-service Advertising/ Public Relations/Event Marketing/Influencer and Social Media relations. Website: 15minutesinc.com

In addition to contributing to brave new ideas and marketing visions, he/she will manage communications with a broad range of clients for cause-related and consumer facing events, national companies and regional non-profits, including: **Calico, The National Dog Show, Dining Out For Life** hosted by **Subaru, Fairmount Water Works, Alliance for Watershed Education** of the Delaware River, **Greater Philadelphia Expo Center, Greater Philadelphia Boat Show, Diana Nyad, Mondo Guerra** and other celebrity clients.

Responsibilities:

- Research and write: media communications, client presentations and correspondence, etc.
- Plan PR strategies, pitch stories and submit listings for digital, print and broadcast coverage
- Maintain database of press and influencer contacts
- Coordinate electronic distribution of media information
- Coordinate communications with clients and influencers
- Track and create coverage reports.

Position requirements: The individual fulfilling this position must have:

- A minimum four years of related agency experience
- Excellent written communications and effective communications skills
- Proficiency in Office and Apple hard and software, Cision, social media and search platforms
- Joy in juggling hats for a range of projects
- Ability to work independently and with a team

Please send recent resume, references, and salary requirements to Nancy Becker, President “15 Minutes Inc. at nancy@15minutesinc.com



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