



## **Account Executive**

Moore is looking for an Account Executive to join our South Florida-based team. Headquartered in Tallahassee, Moore is a fast-growing, award-winning marketing and communications firm. Moore's nearly 30 years of client servicing includes Fortune 500 companies and nonprofit alike across all industries and geographies.

Ideal candidates will have experience and/or interest in public relations and communications, and preferably should have taken key public relations courses, including PR writing. We are looking for candidates who are team-oriented, have a positive attitude, are motivated and ready to learn (and have fun).

## **What You'll Be Doing**

Managing the day-to-day marketing and communications needs of local and statewide clients with an emphasis on account management, and public media relations.

Activities include:

- Managing project timelines and ensuring deliverables are completed on time
- Identifying and researching media outlets and reporters
- Writing media materials and drafting media lists
- Pitching stories to media outlets
- Assisting at press conferences and other special events
- Assembling media kits and other event materials
- Conducting research for current and prospective clients
- Media monitoring and preparing client reports
- Social media content development and posting
- Participating in staff / client meetings and brainstorming
- Assisting in administrative office duties
- Traveling throughout Florida representing high-profile clients is needed on occasion

## **Skills Required**

- Clear communication skills
- Ability to prioritize while balancing multiple priorities and deadlines
- Excellent writing skills
- Attention to detail/accuracy
- Ability to work with a variety of team members
- Strong decision-making skills
- Ability to anticipate issues and roadblocks and find solutions

## Required Experience

- Bachelor's degree
- 1 – 3+ years' experience
- Proficiency in Excel, PowerPoint and Word

To apply, please email your cover letter, resume and 2-3 writing samples to Amanda Peterson at: [amandap@themooreagency.com](mailto:amandap@themooreagency.com) with Account Executive Candidate in the subject line.