



JOB OPPORTUNITY: PR AGENCY ACCOUNT SUPERVISOR

Description:

Ybor City-based PR firm is seeking an Account Supervisor to lead multiple local and national client accounts, and manage a team of 2 to 3 employees. The ideal candidate has 5 – 7 years of experience in public relations with on-the-job agency experience in account management, media relations and social media campaigns.

Day to day responsibilities include cultivating and nurturing strong working relationships with clients, developing effective public relations strategies, planning and executing campaigns, analyzing and reporting of campaign performance, and coaching team members.

Responsibilities/Requirements:

- Develop strategic, creative concepts for client PR campaigns
- Lead client meetings and provide day-to-day management of assigned accounts; ensure that client campaigns, reports and projects are functioning appropriately and delivered accurately.
- Serve as liaison between client and all internal team members for the tactical execution of all campaigns.
- Provide regular status reports to Agency President and client regarding the status of all key initiatives.
- Maintain a thorough understanding of the strategic opportunities that social media offers as well as a working ability to create and maintain social media channels for clients
- Demonstrate strong writing skills for press releases, web content, bylined articles and other PR projects
- Engage with clients and work collaboratively to exceed expectations.
- Manage at least two account executives
- Strong media relations contacts and ability to pitch media is a plus
- Working knowledge of Photoshop also a plus

Compensation:

This is a full time, salaried position with benefits that include paid holidays and vacation, a Health Reimbursement Arrangement (HRA) and IRA eligibility. Outstanding work environment. Salary commensurate with experience.



About the Agency:

Kim Francis Communications, Inc. is a public relations and corporate communications company that specializes in creating big headlines for small businesses. Headquartered in Ybor City, our team of communications professionals uses their combined media and PR experience to create insightful strategies that serve as the platform for our clients' consistent, continuous and compelling campaigns.

Our clients range from businesses with one location and a few employees to multi-million dollar chains with hundreds of locations and thousands of employees who successfully compete against some of the largest companies in the world. For more information, visit: www.KimFrancisCommunications.com or www.facebook.com/KimFrancisCommunications