



## Account Executive

OPR Communications is seeking full-time account executives for its media relations and public affairs team.

As the leading public relations firm in the Inland Empire, the award-winning OPR team specializes in developing and executing public affairs, media relations, public education and community outreach programs on behalf of a wide range of land-use, transportation, healthcare, energy and government agency clients.

## Job Description

- Provide account support to clients needing media relations, community relations and strategic communications services
- Assist with developing and implementing tactical components of media and community relations programs
- Assist with special event planning, coordinating news conferences, media relations and pitching and drafting materials such as presentations, media materials, speeches, news releases, newsletters and other collateral
- Participate in business development and new client presentations

## Requirements

- Bachelor's Degree in English, Journalism, Political Science, Communications or Public Relations preferred
- 3-5 years of experience as a member of the media or serving in a media relations or public affairs capacity
- Land-use, healthcare, energy communications a plus

## Skills/Abilities

- Excellent writing and verbal skills
- Strong project management experience
- Basic graphics skills, web management and video development experience
- Lead and/or participate in project meetings. Proactively and openly articulate ideas and concerns with both internal and project stakeholders
- Attention to detail and strategic planning skills
- Social media expertise
- Strong organizational and multi-tasking abilities
- An understanding of the Southern California media market is preferred; existing relationships with local, regional, state and national journalists is a plus

Apply at [aherrera@oprusa.com](mailto:aherrera@oprusa.com)