**ACCOUNT COORDINATOR**

Blueprint Alaska is a public affairs agency specializing in strategic planning, crisis communications, and public affairs for clients ranging from the state's largest industries, to small, family-owned businesses. The ideal candidate will enjoy working on both political and vote-seeking campaigns, as well as on more traditional, strategic communications. The right candidate will be willing to jump in with both feet ready to learn, and provide ideas and suggestions to a dynamic team. On the lighter side, the agency offers a fun, fast-paced, and creative work environment for employees who like to work hard and play hard.

This job is open until filled, and won't be filled until the right candidate is identified.

The account coordinator is an entry-level position and will report to the account executive. Requirements include a bachelor's degree in public relations, communications, journalism, marketing, or political science. Relevant experience may be substituted for a college degree in certain circumstances. Salary is DOE and limited benefits are available.

Job duties may include, but are not limited to:

- Providing administrative support to the organization.
- Preparing regular client reports and attending client meetings.
- Monitoring the news and staying up-to-date on current events, including newspapers, magazines, journals, broadcasts, blogs, and social media, while identifying risks and opportunities for clients.
- Preparing regular client reports.
- Researching, writing, and distributing press releases and direct pitches to targeted media.
- Assisting with internal and client editorial calendars.
- Working as part of an account team to implement PR activities based off of client proposals.
- Assisting with event management, including press conferences and promotional events.
- Assisting with drafting new business proposals and strategic plans.
- Experience in the areas of oil and gas, mining, and other resource development sectors and public affairs is a plus.
- Experience and knowledge with media buying is a plus.
- Experience working in or with the Alaska State Legislature and/or a governor's administration is also a plus.

The perfect candidate will be:

- Experienced with working in or with local and state-wide media.
- Experienced at developing, implementing, and tracking social media campaigns.
- A strong, consistent writer; this requirement is non-negotiable.
- Dependable and on time with a strong work ethic.
- Comfortable in putting him/herself "out there" on behalf of clients/the agency. Some of our work takes place in the public square.

- Willing and able to be a champion for responsibly developing Alaska's natural resources.
- Proficient in email programs like MailChimp and Constant Contact.
- Proficient in Microsoft products, including Word, Excel, and PowerPoint.
- Willing to work and thrive in stressful situations, like campaigns and crisis situations.
- Eager to tackle new opportunities, and excited about the prospect of proving him/herself through performance.
- Embraces accountability and welcomes feedback as an opportunity to improve.
- Willing to work in an open floor plan office environment.
- Fun to work with. Must be able to work around numerous gregarious, excitable, and generally outgoing and fun co-workers.

Please send cover letter and resume to: sarah@blueprintak.com