



LOS ANGELES
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katzandassociates.com

Account Assistant - Los Angeles, CA

About Katz & Associates:

Katz & Associates is a nationally-recognized communication consulting firm specializing in stakeholder outreach and public involvement programs for public sector clients. From water and public utilities, to energy, transportation, environmental sustainability and quality of life issues, we maintain a firm commitment to providing communication programs that create awareness about key issues that are of critical importance to communities. We help our clients communicate effectively about things that matter.

With locations in San Francisco, Los Angeles and headquarters in San Diego, we serve clients nationwide. We offer competitive compensation and the opportunity to work with a great team of practitioners on important projects.

Summary:

Katz & Associates is a public affairs and community relations firm, and we are looking for a full-time Account Assistant to join our office in Los Angeles. We are looking for a full-time Account Assistant who can take initiative; handle multiple tasks and fast-paced projects; meet the demands of several project managers; and get the job done with enthusiasm and a smile! This is a great opportunity to work with some of the industry's leading experts.

Essential Duties and Responsibilities:

- Interact regularly with clients on a strategic and tactical level
- Draft and proofread news releases, newsletter articles, facts sheets, brochures, and other client materials as needed
- Develop, with assistance, public involvement and/or communications plans
- Serve as assistant project manager or project support on assigned projects
- Manage production of collateral materials, including graphic layout and printing
- Copywriting and content development
- Identify and pursue opportunities to expand client base
- Coordinate special events and public meetings, plan meetings and develop summaries
- Represent clients and projects at meetings, on calls, and in stakeholder interactions
- Other duties as assigned

Experience/Education:

- Minimum 1-year related experience in public relations, environmental planning, public policy, marketing, communication media or government experience
- Bachelor's degree in related area required
- Second language (Spanish or Korean) required

Helping people communicate effectively about things that matter.

San Diego | Los Angeles | San Francisco

Skills and Knowledge:

- Media, government relations, and event planning procedures
- Client services
- Strong familiarity with local political issues and government operations
- Mastery English language, standard rules of grammar and AP style rules
- Problem analysis/solving
- Strategic planning
- Resourcefulness
- Writing and copywriting
- Proficient in Microsoft Office
- Competent Adobe Suite
- Presentation skills
- Initiative
- Diplomacy and tact
- Handle multiple tasks and time-manage
- Creativity
- Leadership

Other Requirements:

- This position requires 40 hours per week, Monday through Friday, assistance at occasional weekend or evening events may be needed
- Must possess driver's license, car, registration and insurance
- Some travel may be required

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing duties of this job, the employee is regularly required to use hands, finger, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand, walk, sit and stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance, and taste or smell. The employee must regularly lift and/or move up to 10 pounds frequently lift and/or move up to 25 pounds, and occasionally lift/and or move up to 30 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

To Apply:

All interested candidates should send their resume and cover letter for consideration. Cover letter should indicate experience and interest in public involvement and outreach programs.

All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act -- Government Code Section 12900-12996), except where such discrimination is based on a bona fide occupational qualification.