

Senior Account Supervisor – San Diego, CA

About Katz & Associates:

Katz & Associates is a nationally-recognized communication consulting firm specializing in stakeholder outreach and public involvement programs for public and private sector clients. From water and public utilities, to energy, transportation, environmental sustainability to real estate, development, civic issues, policy 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 Senior Account Supervisor Public Relations Communications Manager to join our office in San Diego. We are looking for a Senior Account Supervisor who takes initiative; can handle multiple tasks and fast-paced projects; interacts with clients on strategic level; maintains contact with senior level government, media and industry officials; and gets 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:

- Serve as project strategist or project manager on assigned clients
- Interact with clients on strategic level
- Provide day-to-day supervision, motivation and mentoring of staff. May have assigned direct reports
- Identify and direct opportunities to expand client base
- Serve as proposal manager and participate in new business presentations
- Regularly identify new opportunities for client initiatives without supervision
- Maintain contacts with senior level government, media and industry officials
- Participate in community and/or trade organizations, must hold at least one board-level position
- Represent firm at industry conferences/events
- Fulfill firm responsibilities as assigned
- Identify and direct initiatives that support firm's profitability and future market share
- Plan special events and public meetings
- Conduct media relations and maintain current relationships with relevant news media
- Develop internal/external communication materials, including talking points/speeches, press releases, presentations
- Manage production of collateral materials, including graphic layout and printing
- Manage social media programs for clients as needed and maintain a strong familiarity with the latest social media tools and tactics

- Oversee research on behalf of clients as needed. Could include items such as focus groups or online surveys
- Other duties as assigned

Experience/Education:

- Minimum 8 years related experience, agency experience preferred
- Experience working in the media industry is a plus
- Master's degree in related area a plus, bachelor's degree required
- Public relations, public relations agency, media or government agency experience required

Skills and Knowledge:

- Media, Community and government relations and event planning
- Client service
- Familiarity with local media outlets and a current list of contacts
- Familiarity with local political issues/government operations
- Familiarity with AP Style and standard rules of grammar
- Mastery of all writing formats, including media communications, collateral materials and proposals
- Exceptional communication skills with the aptitude to understand complex business messages and deliver them to broad audiences
- Familiarity with public opinion research concepts
- Familiarity with video production processes, infographics, web content, and social media
- Mastery of proposal and budget development
- Principles of supervision
- Familiarity with day to day and long-term business operation of firm
- Problem analysis/solving
- Facilitation
- Presentation skills
- Coaching
- Strategic planning
- Project management
- Initiative
- Diplomacy
- Handle multiple tasks
- Creativity
- Leadership
- Commitment to teamwork
- Delegate effectively
- Microsoft Office

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 to careers@katzandassociates.com for consideration. Cover letter should indicate experience and interest in public involvement and outreach programs as well as salary requirements.

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.