



Junior Associate, Elite Change, Inc., Houston, TX

Description

ELITE Change, Inc. is seeking a Junior Associate to assist in growing our public affairs firm. This is an excellent position for a current college student or recent graduate who's in the early stages of his/her career that is pursuing a foothold in the communications, public and governmental affairs world. The staff at ELITE Change, Inc. is well-versed, hungry for success, and fueled to provide our clients the best service possible.

The associate who fills this position must possess excellent written and verbal communication skills and is expected to learn the field quickly and efficiently. ELITE Change, Inc. is a nationally recognized firm that focuses on influencing in today's ever-changing political, business, and public landscape, and as a Junior Associate, you will play an integral role in our work from day one. The associate will be expected to work efficiently on both team-based and independent projects, conduct research using up-to-date communication tools, and provide assistance to our President/CEO.

Responsibilities (but are not limited to):

- Attending client and staff meetings
- Assisting the President/CEO
- Assisting in event planning and coordination
- Assisting in planning and writing various media outreach materials
- Developing innovative marketing strategies
- Increasing brand awareness
- Optimizing and monitoring the company and client's social media platforms
- Overseeing general client administrative tasks (client meeting/call agendas, scheduling, etc.)
- Ensuring all programs are strategically on target with client's business objectives

Requirements

- Bachelor's degree (or working towards) in or relating to public relations, communication, marketing, or political science
- Strong writing and grammar skills
- Deep understanding of social media
- Proficiency with Microsoft Office applications
- Extremely detail-oriented with the ability to multi-task
- Ability to work efficiently in a fast-paced team environment, while maintaining a positive attitude and the desire to learn
- Ability to strategically think and handle multiple things at once
- Flexible schedule and ability to work some nights/weekends