



Part Time Account Coordinator  
Aguillon & Associates LLC  
Public Relations, Public Affairs and Marketing

Point of Contact:  
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President, CEO  
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### **Account Coordinator:**

The Account Coordinator is responsible for providing support to Aguillon & Associates. This includes, but is not limited to, media tracking, list building, research, copy writing/editing, crafting materials, general office and client support. Other tasks may include coordinating event logistics, conducting pitch calls, media outreach activities, developing data bases, coordinating mailings and assembling press packets, training kits or other materials. The Account Coordinator reports directly to the Account Executives.

**A successful candidate can work independently and will be able to meet the following requirements:**

### **Internal Relationships**

- Proactively contributes ideas to projects
- Work with project manager to effectively complete scope of work so that it is top quality and within the terms of the contract
- Attends classes or trainings and present summary to Aguillon & Associates team
- Problem-solve when challenges or concerns arise
- Work well with and demonstrate respect for colleagues at all levels and consistently contribute to a positive work environment.

### **External Relationships**

- Make successful pitch calls
- Compile media reports for clients
- Coordinate event logistics
- Event Management, including agenda and run of show

### **Communications and Processes**

- Take notes at planning meetings
- Actively participates in internal client brainstorming sessions by offering ideas for each project
- Conduct social media efforts via FB, Twitter, Pinterest, Instagram and other platforms
- Develop databases
- Develop invite lists and spreadsheets
- Craft media audits that can be included in communications plans
- Create media lists that demonstrate a solid understanding of the media as well as understanding of the client's issue and how it is to be positioned in the media
- Consistently meet deadlines as set by Account Coordinators and Account Executives



- Follow AP Style guides
- Create work plans
- Consistently meet project deadlines as set by project manager
- Other duties as assigned.

### **Qualifications**

Must have a Bachelor's Degree, preferably in the field of Marketing or Communications and 6-12 months full-time office experience, internship or other relevant experience.

- Knowledge of current events
- Excellent oral and written communications skills
- Proven ability to meet deadlines, juggle multiple projects and work independently in a fast-paced office
- Expertise in using MS Office (Word, Excel, PowerPoint), Constant Contact (or other outreach software), social media platforms and conducting research.

### **Preferred Qualifications**

- Bilingual, fluent in Spanish

Employee should be able to work a minimum of 20 hours per week between the hours of 8:30 am and 6:00pm. Salary commensurate with experience. Send resume to [Melissa@aguillon-associates.com](mailto:Melissa@aguillon-associates.com) or call (210) 254-9160.