



Position Description

Public Relations Account Coordinator (AC)

Vehr Communications, LLC, is a public relations firm providing a broad range of strategic communications services to a growing and diverse group of public and private, for-profit and non-profit clients. Vehr Communications understands that meaningful outcomes can be achieved with clear objectives, solid strategies, disciplined creativity, flawless execution and hard work ... really hard work. We listen very well. We challenge our clients to see opportunities and partner with them to deliver the results that matter most.

Position Summary: Vehr Communications, LLC seeks candidates for Account Coordinator with the talent and experience to directly engage in client teams and support the firm's work on behalf of its clients. We seek an emerging professional with 1 to 2 years of agency or corporate experience. Particular experience in B2B PR account management is desired, but not required. Demonstrated understanding of and experience in the practice of public relations in social media is desired. Vehr Communications is a growing company. We seek individuals who are self-motivated, team-oriented, proactive, results-focused, flexible and able to have fun while working hard.

Position Relationships: Vehr Communications, LLC is a new and growing company. We were founded in early 2007. An Account Coordinator has the opportunity to work directly with every employee of Vehr Communications as the organization grows to meet the needs of its growing base of clients.

Position Duties and Responsibilities:

- Demonstrate a passion to serve clients and to learn about their businesses.
- Provide flawless, clear and concise written communications support on behalf of clients.
- Develop media lists, write media releases and contact media representatives on behalf of clients.
- Provide exceptional tactical support in the implementation of strategic communications programs for clients.
- Engage in social media professionally for clients.
- Perform as a team member with colleagues and with clients.
- Think creatively and in a disciplined manner to position clients positively with its target audience(s).
- Learn to anticipate client needs.
- Constantly seek to understand the strategic implications of all recommendations presented to clients.
- Accept assignments and responsibilities with enthusiasm and clear demonstration of a desire to learn and grow as a professional communicator.
- Be honest, always, with clients, colleagues and yourself.

- Have fun and find balance in your life.

Specific Requirements Include:

- Exceptional written communications skills
- Demonstrated creativity in the practice of PR
- Significant past media relations and social media experience
- Willingness and ability to work well in teams
- From one to two years of agency or corporate communications experience
- Bachelor's degree (required), master's degree (preferred), in public relations, journalism, marketing, communications or related field of study

Vehr Communications is an Equal Opportunity Employer. We offer competitive compensation and benefits. All employees are required to sign an employment agreement that will be provided for review in advance of execution.

If interested, please forward a cover letter and resume to:

Sandy Daugherty
Office Manager
Vehr Communications, LLC
700 Walnut Street, Suite 450
Cincinnati, OH 45202
E: sdaugherty@vehrcommunications.com