



Account Coordinator

Position Overview:

The Account Coordinator position is an integral part of the Account Service teams at Resolute. You will be a crucial teammate learning the ins and outs of work in a dynamic PR and marketing agency environment. Our clients are game changers in a variety of industries. You will have the opportunity to learn new skills and industries, while contributing new ideas. Our collaborative work environment embraces the different perspectives and knowledge that each team member brings to the table and an understanding that all voices make the outcome better.

The Account Coordinator is responsible for assisting Account Managers and Executives by providing day-to-day client support on assigned client accounts.

You will be responsible for the following areas:

Client Support:

- Assist in day-to-day client communication and ensure their needs are met.
- Prepare agendas, notes, and follow-ups for client meetings.
- Support the development of strategic PR plans and campaigns.
- Manage project tasks and deadlines to ensure execution of marketing plans
- Conduct research on industry trends, competitors, and new opportunities.

Media Relations:

- Draft and distribute press releases, media pitches, and other communication materials.
- Build and maintain media lists and relationships with journalists and influencers.
- Monitor media coverage and create reports to evaluate campaign performance.

Content Creation:

- Write and edit content for various platforms, including blogs, social media, newsletters, and internal communications.

- Support creation of multimedia content (videos, graphics, etc.) with creative teams.

Team Collaboration:

- Collaborate with account managers and senior staff to ensure the successful execution of campaigns.
- Support other team members with administrative or creative tasks as needed.

Other areas:

- Additional responsibilities as assigned

You have the following experience (at a minimum):

- Bachelor's in Marketing, Communication, PR, Business, Journalism, or related field
- 1-2 years of experience in the PR industry, preferably in a small agency setting

You have the following attributes and interpersonal skills:

- Strong written and verbal communication skills
- High attention to detail
- Able to prioritize multiple projects and deadlines
- Strong analytical and problem solving abilities
- Comfortable working in a fast-paced environment
- Strong ability to recognize and write in a variety of styles and voices to meet clients' brand
- Strong organizational and multitasking skills
- Able to maintain a high degree of confidentiality internally and externally

You have the following technical skills:

- Proficient with Microsoft Office products
- Understanding of Google's analytics platforms
- Understanding of all social media platforms and best practices
- Understanding of marketing elements and market research methods
- Proficient in content management systems
- Experience with Canva, Sprout Social, and Mail Chimp is a plus, but not required

Schedule & work location:

- Tulsa, OK

- Monday - Friday

Resolute Perks:

- We offer competitive salary and benefit opportunities
- Hybrid work model
- Retirement plan with generous employer contributions
- Health, Dental, and Vision insurance
- 11 Paid holidays
- Unlimited PTO

About Resolute

Resolute is a full-service agency creating bold and purposeful public relations and marketing strategies. We are an established firm with a portfolio of diverse clients, ranging from small businesses to international brands and local causes. At Resolute, you have the opportunity to bring your unique voice and perspective to the table. We also believe team collaboration creates the best results for our clients. We want to push the boundaries, while being intentional and professional.

We love what we do, and we have fun doing it!

Work Environment

Resolute is a fast-paced environment that requires employees to be self-motivated, driven by deadlines and eager to ask questions. We have a lot to teach, but we need someone who is ready to learn. Resolute is all about teamwork. We work hard to support each other, encourage growth and cultivate trust so we can give our very best to our clients. Resolute's clients are diverse. You have to be a quick thinker and ready to switch from topics as diverse as education to technology to retail. It comes with time, but if you're willing to put in the effort, you will soon be bringing new ideas to the table!

JOB TITLE: Account Coordinator

REPORTS TO: Vice President of Client Services

Direct Reports: N/A

STATUS: Full-time

JOB CLASS: Exempt

Interested? We're excited to hear from you!

Send resume to jeanne@resolutepr.com.