



OTM PARTNERS

Trust. Integrity. Creativity.

OTM Partners is an issues management agency based in Arlington, Virginia with a focus on public affairs management, corporate social responsibility campaign development, and education and training initiatives. We serve industries, companies, associations, and non-profits. Blending creativity with craft, we transform challenges into opportunities and objectives into outcomes.

Position: Account Coordinator

The Account Coordinator reports to the Director of Operations and assist in the coordination and administration of ongoing programs including activities of nationally branded communications programs. This is an entry-level position for the right candidate interested in getting started in communications/social responsibility field.

Primary Duties and Responsibilities:

The Account Coordinator performs a wide range of client service related duties including some or all of the following:

- Support the delivery of the client program activities.
- Assist in coalition development, outreach, consensus building, and management.
- Develop awareness building messaging differentiated by audience.
- Support and manage the development of interactive online engagement tools and social media.
- Work with clients and other stakeholders to gain community support for the program and to solicit input to improve the program.
- Liaise with company leadership and the client to ensure the effective and efficient program delivery.
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency.
- Refine tactical execution on an ongoing basis.

Job Requirements:

- 4 year University degree in a related subject
- 1-2+ years part time of full time experience in marketing/PR/Public Affairs Agency field
- Excellent knowledge of public affairs, an innovative mindset and the goal to continuously raise the bar
- Well versed in social media with a strong understanding of how to use it to amplify the message through media campaigns
- Excellent verbal and written communication skills (writing samples required). Demonstrated ability to balance multiple priorities.
- Ability to manage and coordinate with both on-site and remote staff members

The Account Coordinator is offered flexible work environment in either an office setting or working remotely depending on the project work underway. Some travel may be required as well as occasional evenings or weekends. Compensation: Competitive salary and full benefits package for the right candidate.