

Please email your resume and cover letter to: careers@bmlpr.com

PLEASE NOTE: This Position is HYBRID - Our team works three days in the office (Monday/Tuesday/Thursday, office is located in Florham Park NJ) and two days at home (Wednesday/Friday)

Account Coordinator

Overview: A BML Public Relations Account Coordinator's role is to provide administrative and media relations support to multiple agency accounts. Daily responsibilities include media audits, generation of media lists, media pitching and proactive media relations, drafting and distributing of press materials, results reporting and prepping client call agendas and recaps. ACs provide general account support to senior staff, while actively participating in all aspects of agency life including demonstrating our core values and processes, participating in agency/team meetings and brainstorming/concept ideation and is up-to-date on knowledge of industry and cultural trends.

General:

- Ability to prioritize and multitask with a high level of professionalism

Media Skills:

- Pitch via phone or email
- Media monitoring
- Media reporting and creation of placement mockups
- Media list development
- Trend reporting
- Knowledge and interest in mainstream media and media relevant to clients

Writing Skills:

- Prepare media alerts and press releases
- Draft pitch memos
- Draft client correspondence (placement emails, media requests, updates, reports)
- Draft conference call agendas/recaps

Program Development:

- Misc. research
- Participate in brainstorming

Client correspondence: Some written/verbal correspondence with clients, reviewed and approved by direct supervisor

Administrative:

- Create and update media trackers

- Mockup and track placements
- Strong working knowledge of Muck Rack, TVEyes, Lexis-Nexis
- General admin support to the team
- Accurate tracking of hours in Timesheets
- Onsite event support

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GET TO KNOW US:

BML Public Relations specializes in a variety of PR services, including brand management, media relations, events and promotions, product launches, social media, cause marketing, crisis communications and more. Our hardworking, fun, scrappy and easy-to-work-with team of PR pros provides big-thinking strategy, unparalleled creativity and amazing results for all of our clients. Our diverse client base ranges from emerging companies to established brands, spanning from Coast to Coast.

No Sunday scaries here. Our team brings their A-game, kicks ass and lives a life outside of the office. We've created an environment WE want to come to on a daily basis. Our team enjoys a hybrid work schedule (three days in the office, two days at home) and half-day Fridays YEAR-ROUND, in addition to summer Fridays, generous PTO, sick days and holidays off (yes, that INCLUDES Super Bowl Monday).

Visit us at www.bmlpr.com for more information.