



We are a dynamic, results-oriented Seattle-based strategic communications and advocacy firm with a global view and a growing list of world-class clients. Nyhus is a smart, strategic, collaborative and well-connected firm that operates at the intersection of business, government and the community. We work hard and deliver exceptional results for our clients. Rated No. 7 on Washington CEO magazine's list of top public relations firms in Washington, Nyhus is regarded as the up-and-coming agency in the Pacific Northwest. This is a unique opportunity to join a growing firm poised for rapid growth.

Job Title: Account Executive (Technology)

Job Description: This role requires the account executive to handle a number of projects at any one time, be able to respond quickly to the media, clients and/or team requests. The account executive will clearly understand the team and client objectives and be proactive in and supportive at all times. The account executive will report to a senior account executive.

Responsibilities:

- Maintain client and internal reports
- Proactively manage key campaign programs including editorial, speaking and awards programs
- Serve as a point of contact with media and clients
- Media relations: identify media contacts, maintain lists, pitch development and story placement
- Draft press materials, briefing materials
- Demonstrate strong understanding and awareness of topical issues and apply to work

Qualifications:

- Education: Bachelor's degree or above in communications, journalism or related field preferred
- Strong attention to detail
- Solid knowledge of technology media: print, online and broadcast (business and technology preferred)
- 1-3 years PR experience, former agency experience as an account coordinator (high-tech PR background preferred)
- Passion for technology
- Ability to successfully multi-task
- Experience producing and maintaining reports
- Experience with key PR programs (editorial calendar tracking, speaking opportunities, awards)
- Excellent written and verbal communications
- Flexible attitude
- Likes to have fun

Applicants may be required to take a writing test during the interview process.

To apply, please send a cover letter, your resume and three writing samples to careers@nyhus.com, indicating in the subject line the position for which you're applying. We respectfully ask that you refrain from calling about your application. We will contact you if we see a good fit.

