

Account Associate

ProActive Communications, a strategic communications firm in the Washington Metro area, is seeking a qualified candidate to serve as Account Associate at our headquarters office in Lansdowne, Virginia. This is a temporary, entry-level position with potential for the right candidate to become a full, salaried team member with benefits.

Candidate Description

The candidate will be an energetic team player who is eager to learn and willing to support all aspects of a fast-paced strategic communications firm. Ideal candidate will bring:

- Professional demeanor and attention to detail
- Desire for career growth and to help move our business forward in the process
- Humility and a sense of humor
- Excellent writing abilities
- Energy, confidence and ability to juggle multiple tasks in a fast-paced, deadline-driven environment
- Willingness to go the extra mile in order to provide a return on the investment of our clients
- Bachelor's degree required and internship or other entry level office experience desired

Position Description

- **Office Support** – Handle phones, greet office guests, support general office administrative needs as necessary.
- **Account Support** – Provide account administration support including but not limited to maintaining blog editorial schedules, event planning, conducting research, and developing reports.
- **Writing** – Generate regular, original content for blogs, social media, reports, and other items as necessary.
- **Desired Proficiencies** in Internet research and with WordPress, HootSuite, Twitter, Google+, LinkedIn, MailChimp, Facebook and YouTube. Web development and/or graphic design skills a plus.

To apply, submit cover letter, resume, and two writing samples to bennett@proactivecommunications.com.

No calls please.