



Account Executive – Join a Growing Active Lifestyle PR Agency in Downtown Boulder

Founded in 2009, ECHOS Brand Communications is a growing PR agency with clients in the active lifestyle, outdoor, cycling and consumer tech areas. The agency has an opportunity for a public relations professional to join our team in Boulder, Colorado, as Account Executive.

The candidate will bring 1-2 years of public relations experience, ideally in an agency setting, have a deep interest in building relationships with the lifestyle media, experience managing social media channels and influencer relationships, and be ready to wear multiple hats to support the agency's continued growth.

We're looking for someone who can juggle multiple priorities, media relationships, meet deadlines and drive projects forward. The best candidates will bring a strong work ethic, a good sense of humor, and the ability to quickly build rapport with colleagues, clients, and the media.

Overall Responsibilities

The Account Executive will be responsible for the success of multiple active lifestyle client accounts, including day-to-day planning and execution, and working closely with account executives and interns to support the success of our clients.

The ideal candidate will have excellent writing skills, an understanding of the media landscape, pitching, social media, and influencer programs. Success in the Account Executive role requires extreme attention to detail, ability to hit the ground running, and the ability to bring a creative yet professional approach to media relations, influencer programs, and social media.

Day-to-Day Responsibilities

Developing creative pitch angles that reflect brand DNA of our partners, and building out campaigns to support them

Handling media outreach and weekly consumer product launches

Scheduling and playing a key role in client calls and internal account team meetings

Updating supervisor on the status of client account, planning and needs

Overseeing monthly reporting

Supporting the organization of media events and ECHOS' REVERB Global experience program; representing our partners and the agency at events and tradeshow

Leading social media community management, including planning, creative, and strategy support

Required Qualifications

1-2 years of PR experience in an agency setting or equivalent experience

Excellent writing, editing, and proofreading skills
Ability to work in a fast-growing, dynamic environment
Professionally driven to build relationships on our clients' behalf
Positive, confident, and personable
Sharp eye for detail in all internal and external communications
Excellent time management - ability to prioritize with flexibility
Creative thinker able to think on your feet and solve problems, keeping calm under pressure
Savvy with technology, apps and software, including Mac, Google Drive, MS Office Suite, Apple
Keynote. Knowledge of Adobe Suite a plus.
Knowledge of and interest in active and outdoor lifestyle and consumer products

To apply, please send resume and cover letter telling us why you'd rock as a member of the ECHOS team to matt at echoscomm dot com.

No calls please.