



IMPRENTA
COMMUNICATIONS GROUP
PUBLIC AFFAIRS | CAMPAIGNS | ETHNIC MARKETING

MAKE A DIFFERENCE!

WORK IN AN EXCITING, FAST-PACED, ENVIRONMENT

Imprenta Communications Group, Inc. (Imprenta), an award-winning public affairs, campaign and ethnic marketing firm, seeks a hard-working and dedicated communications professional with previous public relations or advertising agency experience.

Imprenta's mission is to empower communities of color by giving them a voice and communicating to them in ways that respects their diversity and understands their culture.

Job Title: Account Coordinator

Position Description:

The Account Coordinator (AC) will handle multiple clients throughout California. The AC will interface with the client and manage project deliverables and Imprenta staff, as necessary. Supports the Senior Vice President, Account Director, and Account Manager on client projects.

Qualifications:

- One to three years marketing, public relations or advertising agency experience, or working on political campaigns, political staff or corporate marketing.
- Excellent written and verbal communication skills. Bilingual in Spanish or Asian languages preferred.
- Possesses strong communication and teamwork skills, including the ability to process and summarize complex information clearly and succinctly.
- Relationships and contacts with community-based organizations, local elected officials, and community leaders highly desirable.
- Demonstrated attention to detail and ability to execute tasks as assigned.
- Demonstrated ability to balance multiple assignments with quick turnaround.
- Bachelor's degree in Communications, Political Science, Public Administration, English, Public Relations, Journalism, Marketing, or related field preferred.

Responsibilities:

- Provide coordination and support for multiple campaigns and projects simultaneously.
- Prepare materials for media engagement such as press releases.

- Provide immediate response to all client comments, inquiries and requests.
- Recruitment and management of sub-consultants and sub-contractors for respective campaigns.
- Development and preparation of client decks, recap reports and auditing.
- Event planning and coordination.
- Prepare regular client reports.

Location: Imprenta's Los Angeles or Sacramento office.

Salary Range: Salary is \$33,000 - \$48,000 annually. Commensurate with experience.

Please send resume and a short cover letter to: ktiratira@icgworldwide.com. For more information about Imprenta Communications Group, please visit our website at www.icgworldwide.com