



**MAKE A DIFFERENCE IN THE COMMUNITY
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, professional and dedicated individual with previous experience working at a public relations agency, nonprofit organization, corporation, government entity or community-based organization. Candidate should have a commitment to the civic engagement and political empowerment of the Asian Pacific American (APA) community. Previous experience in event management, community engagement, communications, media, social media and political and/or nonprofit staff preferred.

Job Title: **Account Executive – Full-Time position**

Qualifications:

- 3-6 years public relations or advertising agency experience, and/or community outreach with a specific capability for identifying, mobilizing, and activating key stakeholders.
- Excellent written, verbal communication skills and strong computer skills.
- Demonstrated ability to engage and activate community-based organizations and selected target populations.
- Ability to plan and manage small and large-scale events (100+ attendees).
- Existing relationships and contacts with community-based organizations, local elected officials, and community leaders.
- Ability to balance multiple projects with quick turnaround.
- Possesses strong communication and team work skills, including the ability to process and summarize complex information clearly and succinctly.
- Work with and engage elected officials, community leaders and community-based organization.
- Manage and produce civic engagement, public education and policy related programs.
- Bachelor's degree in Communications, Political Science, Public Administration, English, Public Relations, Journalism, Marketing, or related field preferred.

Responsibilities:

- Plan and manage multiple campaigns and projects simultaneously.
- Reach out to, schedule, and meet with key constituencies, including local and state elected officials, members of the media, and staff of community-based organizations and elected officials.
- Organize regional and statewide events driving attendance of key constituencies, and media as needed.
- Development and preparation of grant proposals and applications for funding for non-profit organizations.
- Maintain database of contacts and key stakeholders.
- Community engagement and partnership development.
- Prepare regular client reports and attend client meetings.



Los Angeles: One Full-time position located in Los Angeles, CA

Salary range: \$45,600 - \$60,000 annually. Commensurate with experience.

Imprenta offers **excellent benefits**, profit sharing and bonuses, which reflect individual and team success. Please send resume to: ktiratira@icgworldwide.com. For more information visit our website www.icgworldwide.com.