



**IMPRENTA**  
COMMUNICATIONS GROUP  
PUBLIC AFFAIRS | CAMPAIGNS | ETHNIC MARKETING

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**MAKE A DIFFERENCE IN THE COMMUNITY  
WORK IN AN EXCITING, FAST-PACED ENVIRONMENT**

Imprenta Communications Group, Inc., 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, on political campaigns, political staff, or corporate marketing. Our mission is to empower communities of color by giving them a voice and communicating to them in ways that respect their diversity and understand their culture. We are seeking candidates interested in engaging leaders to make a difference in their community, at the ballot box, and economically.

**Job Title:** Account Coordinator

**Location:** Sacramento, CA

**Term:** Full time, start immediately

**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

Imprenta offers benefits and bonuses, which reflect individual and team success. Please send resume and cover letter to: [gmaciel@icgworldwide.com](mailto:gmaciel@icgworldwide.com). For more information visit our website at [www.icgworldwide.com](http://www.icgworldwide.com).