

## ASSOCIATE

Risa Heller Communications is a leading public relations and strategic communications consultancy based in New York City. We work on the front lines of high-stakes and high-profile issues across the country—helping a broad range of corporate, crisis, and nonprofit clients deliver their message at the moments that matter most. Our team prides itself on our results. We bring our diverse experience to every client offering a fresh perspective, pairing creative ideas and thoughtful strategies and leveraging our battle-tested experience to help clients achieve their goals. We are looking for an exceptional, dynamic, experienced and driven communications professional to join our fast-growing team.

### Primary Responsibilities

- Support RHC client leads in creating and implementing strategic communications programs for a variety of clients across a range of industries
- Research, draft and edit client-facing materials, including communications plans, press releases, fact sheets, talking points, Op-Eds and memos
- Constantly generate creative ideas to help clients break through the noise and secure earned media coverage
- Regularly monitor media coverage; developing coverage reports and analysis for clients in a timely fashion
- Work with multiple clients across various topic areas on deadlines
- Establish and maintain strong relationships with reporters and producers

### Core Competencies/Qualifications

- 1-2 years of experience (including internships) in political communications, corporate communications, public affairs or journalism with a desire to be part of an excellent team.
- Highly organized, detail-oriented individual who can quickly analyze issues, execute several projects simultaneously, and think creatively and problem-solve to advance client priorities.
- Excellent verbal and written communications skills, with a proven ability to produce well-written and compelling documents on tight deadlines.
- A strong interest in the news and a comprehensive understanding of the NYC and national media.
- Ability to work well with others and manage priorities in a fast-paced, deadline-driven environment and to build strong relationships with coworkers and members of the media.
- Bachelor's degree required.

Please email a cover letter and resume to [jobs@risaheller.com](mailto:jobs@risaheller.com)