

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, 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, and memos
- Generate creative ideas to help clients break through the noise and secure earned media coverage in print, broadcast, and online publications
- Establish and maintain strong relationships with reporters and producers
- Constantly monitor coverage across traditional and social media, developing coverage reports for clients in a timely fashion
- Staff in-person events as needed

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, 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 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

The base annual salary for this position is \$55,000. Employees are also eligible for an annual bonus based on performance. RHC provides generous benefits including coverage for medical, dental and vision insurance, flexible spending accounts, 401(k) with employer contribution, paid parental leave and time off for vacation, holidays and sick leave.

Please email a cover letter and resume to jobs@risaheller.com.