

ASSOCIATE – CRISIS COMMUNICATIONS

Risa Heller Communications is a leading public relations and strategic communications consultancy based in New York City. Steeped in crisis communications, we work on the front lines of high-profile, issues management situations every day, designing and executing strategies that help our clients successfully navigate complicated issues, protect their reputations, take on complex regulatory fights and win. We are looking for an exceptional, dynamic, and driven communications professional to join our fast-growing team. This position is located in New York and requires a minimum of three days per week in the office.

The annual salary for this position is \$60,500. 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.

Primary Responsibilities

- Support RHC client leads in creating and implementing strategic communications programs for a variety of clients across a range of industries
- Work with the team to generate creative ideas to help clients break through the noise and secure earned media coverage
- Perform background research and synthesize information to inform strategy
- Draft and edit client-facing materials, including communications plans, press releases, fact-sheets, and memos
- Learn and manage media monitoring software, constantly monitor coverage across traditional and social media and compile coverage reports for clients in a timely fashion
- Build and maintain press lists, track changes in reporter beats and outlets
- Pitch stories to help secure media coverage for clients
- 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 national and New York 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 resume to jobs@risaheller.com.