

Job Description

Consensus Inc., a rapidly growing strategic communications firm, is seeking talented, energetic, early career professionals to join our team. With offices in Irvine and Downtown Los Angeles, Consensus Inc. works closely with corporations and government agencies to design and implement innovative and interactive public outreach and public relations programs in numerous industry sectors, including transportation, energy, real estate, construction and infrastructure development.

Account Specialist

The successful candidate will be responsible for implementing public outreach and public relations tasks for multiple clients. These include developing and maintaining databases; conducting research; writing public information materials; scheduling and coordinating outreach at activity centers; setting-up and developing content for websites, blogs and social media sites; coordinating events and community meetings; conducting door-to-door walks; interacting with community stakeholders and maintaining hotline logs.

Qualifications:

- Bachelor's degree in Communications, Public Policy, Public Relations or a related field
- Outstanding written and verbal communication skills
- Experienced in and fluent in interactive and social media platforms
- Detail-oriented, ability to multi-task effectively, and be a team player
- Commitment to excellence and professionalism
- Bilingual candidates are encouraged to apply
- Experienced in interacting with community stakeholders and organizations
- An interest in public affairs, politics, and public relations is desirable

Consensus Inc. offers extensive employee benefits including medical, dental, vision, and 401K.

Send resume and cover letter - No phone calls please.

Consensus Inc.

Email: Jobs@consensusinc.com

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