

Account Coordinator

Lucas Public Affairs is a Sacramento-based public affairs firm that specializes in developing and executing high-level reputation, issues management and strategic communications campaigns. We partner with the state's leading foundations, nonprofits, businesses and government entities to strategically navigate the crossroads of policy, politics and communications on the issues that define California's future.

Position Summary

The Account Coordinator is a vital member of the LPA team, providing key support to our account leads by coordinating and managing client activities and plans. We currently work in a primarily virtual environment.

Responsibilities

- Track news and social media related to client and key issues or oversee tracking of news clips;
- Serve as point of contact and coordinator for client and other consultants;
- Develop and maintain jobs in progress, project calendar, client files and other key client documents to keep account organized and on track;
- Prepare and document client updates and plans;
- Develop media plans, press releases and outreach documents, and pitch reporters;
- Organize and participate in client and account team meetings;
- Coordinate media, legislative and stakeholder relationships on behalf of client;
- Conduct research and prepare analysis on client and/or key issues;
- Understand each clients' business, mission and business goals;
- Work with and provide support to other staff members;
- Assist with planning, marketing, communication and media communication related to agency or client events and/or announcements;
- Oversee interns and apprentices, including their assignments and quality of work;
- Assist with LPA's agency initiatives to strengthen team culture, client services, external branding and marketing, and business development;
- Occasional travel to client location and/or meetings and events;
- Perform other duties as assigned or otherwise identified.

Desirable qualifications include:

- Minimum one to two (1-2) years of experience in public affairs, government affairs, journalism or related field.
- Working knowledge and understanding of the business of LPA, the political and public affairs environment of California and the news media.
- Some experience managing staff, projects and/or accounts.
- Strong writing skills and ability to generate and/or significantly contribute to written documents such as client correspondence, strategic plans, press releases, news advisories, and new business proposals.
- Must be able to manage multiple projects and assignments and collaborate effectively with senior management and administrative staff.
- Must possess a professional demeanor and serve as a credible and effective representative for LPA

with clients, news media, legislators, consultants and lobbyists.

- Demonstrated ability to think and act strategically to help clients meet their goals.
- Enthusiastic ability to provide clients with the highest level of client service.
- Regular attendance and timeliness.
- Ability to effectively handle stress and pressure consistent with the job duties and industry.
- Bachelor's degree preferred.

Core Values | Philosophy

Our core value as a strategic partner is defined not by what we do, but by what we help our clients achieve. Our guiding strategic principle: the pathway to positive change is paved with communications that capitalize on seeing what is possible – and what may unfold – down the line.

Diversity Commitment & Vision

LPA is an equal opportunity employer. LPA recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status and other protected status as required by applicable law. At LPA, we have a strategic vision: to be a diverse and inclusive community of passionate, talented people dedicated to delivering creative solutions for our clients. We believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, political affiliation and all the other enriching characteristics that make us different and inform our point of view.

Benefits

In addition to our positive work culture, diverse team and collaborative approach, we offer competitive salaries and benefits as well as professional development, mentoring and community engagement opportunities for all team members.

To Apply

Please email a cover letter and resume to LPA@LucasPublicAffairs.com.

Please visit our website to learn more about Lucas Public Affairs at www.lucaspublicaffairs.com.

