



### **Job description – Assistant Account Manager**

Hawthorne Strategy Group is growing and adding an Assistant Account Manager to its team. We are looking for someone who will bring energy, enthusiasm, and a commitment to delivering outstanding results to our clients and fellow team members.

#### Responsibilities

- Work on client teams to execute programs including pitching media, coordinating events, drafting social and digital content, creating materials and plans
- Provide support for marketing and new business including developing case studies and other materials, researching opportunities, etc.
- Support account teams by helping managing timelines, project plans, and reporting

#### Qualifications

- Candidates should have at least 1-2 years of communications, marketing, public affairs, or public relations experience, agency experience, including internships, is preferred
- Must possess strong writing skills across a wide variety of client deliverables including communications plans, pitches, bylined articles, blogs, etc.
- Must have a knowledge of traditional and non-traditional media.
- Collaborative spirit, results driven with the ability to manage multiple priorities and work against deadlines

Hawthorne's approach to communications is built on a commitment to results and measurement. We bring the best mix of traditional and innovative communications techniques to help clients achieve their business goals. We don't deliver formulaic tactics, we deliver customized programs. Working at Hawthorne provides the experience of a big public relations firm with daily engagement from senior team members to help you achieve your career goals. Hawthorne offers a flexible working environment, competitive salary, a full benefit package including profit-sharing, 401(k), medical, dental, and vision coverage, life insurance, long-term and short-term disability.

Please submit resume and cover letter to Cynthia McCafferty, [Cynthia@hawthornestrategy.com](mailto:Cynthia@hawthornestrategy.com).