

O'NEILL AND ASSOCIATES

Digital Graphic Design Account Coordinator

O'Neill and Associates is a communications, public affairs and government relations firm providing services throughout the Northeast. O'Neill and Associates is an equal opportunity employer and does not discriminate in any aspect of employment on the basis of race, gender, religion, national origin, ancestry, sexual orientation, age, veteran status, disability, or any other characteristic protected by state, federal, or local employment discrimination laws.

O'Neill and Associates seeks to fill the role of account coordinator within its public relations division of its Boston office. The account coordinator responsibilities and qualifications are as follows:

RESPONSIBILITIES

- Assist the vice chairman and other public relations senior management in servicing various clients
- Seek out new client and business development opportunities
- Collaborate with the public relations team to grow the practice
- Develop a variety of multimedia content for clients including sharable graphics, short videos and animations, GIFs, and more
- Create and assemble necessary elements of visual branding for clients including logos, fonts, colors and style guides
- Contribute to overall strategic planning and campaign development for clients
- Assist in the planning and execution first-rate social media campaigns
- Write premium content of all kinds with a high degree of skill and professionalism
- Attend certain client and other events

QUALIFICATIONS

- Bachelor's degree in related field
- 2-3 years of design experience
- Adept with the Adobe Creative Suite, particularly with Photoshop, InDesign, After Effects, and Premier
- Experience with political campaigns or journalism a major plus
- Strong organizational skills and attention to detail
- Ability to multi-task, shift priorities and meet deadlines
- Strong communication, writing and research skills
- Excellent team player with ability to interact with all levels of management and staff

For immediate consideration, please submit your resume and cover letter by email to careers@oneillandassoc.com.