

JOB DESCRIPTION: SENIOR ASSOCIATE

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REPORTS TO: VP OF OPERATIONS

STATUS: EXEMPT

SALARY RANGE: \$60,000 - \$85,000 *dependent on experience*

SUMMARY

SE2 is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We are looking for applicants from diverse backgrounds and experiences. The senior associate works in a fast-paced, high-energy environment and is responsible for juggling many responsibilities and competing deadlines. Senior associates provide the day-to-day management of a wide range of client projects, provide project direction and strategy, develop and oversee project deliverables, serve as the primary point of contact for SE2 clients, and help to ensure the completion of project tasks. Senior associates are responsible for multiple SE2 accounts.

EXPECTATIONS & RESPONSIBILITIES**Account and Project Management (40%)**

- Lead the development of scopes of work (descriptions, assumptions, estimates) and work plans in conjunction with agency team members
- Serve as a primary point of contact and advocate for SE2 clients, working to ensure their needs are met and work products are of high quality and as expected
- Manage client budgets, billing and project profitability
- Collaborate with, and demonstrate a growing ability to lead SE2 internal project teams
- Work with internal project managers to ensure that all client deadlines are met

Content (35%)

- Create communications and marketing content for clients' projects (e.g., communications plans, messaging)
- Work in collaboration with content and creative teams to ensure that SE2 work products deliver on clients' needs

Client/Project Strategy (15%)

- Identify and articulate clients' short- and long-term objectives to inform project strategists and project teams
- Ensure project teams are delivering work products that are on-strategy, advance clients' objectives and align with contractual obligations
- Proactively monitor and manage clients' issues to achieve client/project objectives

- Translate client assignments into meaningful briefs and effectively balance dual expectations of clients and the agency
- Prepare and lead meetings with clients

Client Relationship and Satisfaction (10%)

- Lead the client relationship and act as a strategic advisor while working with agency principals to build and solidify strong partnerships
- Manage client expectations to ensure alignment and clarity in all work processes, details and deliverables, ensuring that projects are aligned to business goals and objectives

CORE REQUIREMENTS

- 5-7 years of experience working in communications, journalism, public relations, public policy or a related field
- Proven critical thinking and problem-solving skills
- Excellent written and verbal communications skills
- Experience managing budgets of at least \$100K and up to \$1MM
- Strong digital media and content-development skills
- Personal computer skills plus proficiency in MS Word®, Excel®, Power Point® and Outlook®. Proficiency in using the Workamajig® project management platform is preferred.
- Possess a professional demeanor and the ability to serve as a confident representative of the agency with a variety of stakeholders, clients and community members
- Have a solid understanding of communication principles and activities including branding, message development, strategic communications planning and public relations
- Bilingual (Spanish) skills are preferred but not required

BENEFITS

- Flexible location (U.S.-based) and ability to arrange some flexibility of hours
- Medical, dental, vision and life insurance
- Paid holidays, vacation and sick days
- 401k program, once eligible
- Professional development and training opportunities, including those for growth into broader areas of communications and marketing work

TO APPLY

Please submit a resume, cover letter and three writing samples to Jobs@SE2Communications.com by June 11, 2021. Please put 'Senior Associate' in the email subject line.