



### **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

- Build and cultivate relationships with clients, through strategic counsel, creative problem solving, idea generation, and flawless execution
- Implement successful client programs from concept through completion
- Provide significant contributions to new business responses, including RFPs, presentations, and proposals
- Represent Hawthorne through community and industry engagement

#### Qualifications

- Candidates should have at least 1-2 years of communications, marketing, public affairs, or public relations experience, ideally, all or part of that experience working in an agency.
- Experience in healthcare or technology is strongly desired
- Must possess exceptional writing skills across a wide variety of client deliverables including communications plans, pitches, bylined articles, blogs, etc.
- Must have an in-depth knowledge of traditional and non-traditional media. Candidates should have successfully built relations with media on behalf of clients in the past
- Strong presentation skills, with experience working directly with clients and actively participating in client meetings, conference calls, and new business presentations
- Collaborative spirit, results driven with the ability to manage multiple priorities and work against deadlines

Hawthorne Strategy Group specializes in strategic communications, issues management, public policy, and community and media relations. Our process is focused on achieving measurable results, bringing big-picture strategies coupled with focused tactics, Hawthorne provides the experience of a big public relations firm with the tailored attention of a boutique., Hawthorne offers a flexible working environment in the Loop, competitive salary, a full benefit package including profit-sharing, 401(k), medical, dental, and vision coverage.

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