

Landis Communications Inc. - Job description for SAE

Want to work for a communications firm that's committed to the community? Interested in working with fascinating, forward-thinking brands? [Landis Communications Inc. \(LCI\)](#) is a mid-sized, San Francisco-based marketing communications agency that specializes in consumer, consumer technology, healthcare, real estate and nonprofit PR. Our award-winning firm is growing and we're looking for an energetic, creative and organized PR professional (Senior Account Executive) with 4-5 years of excellent PR and digital experience to join our team.

In this role, the qualified candidate is a "can-do" and "results-driven" team player who wants to join a dynamic, growing and fun local firm. We'll ask for your help with day-to-day account activities, including drafting press materials and social media content, assisting with digital marketing, video, pitching media and securing coverage, creating and managing media lists, and contributing to agency brainstorming. This is an ideal opportunity for an energetic person with a keen eye for a great story, a passion for developing meaningful relationships with media/bloggers and a thirst for all things digital. Candidates must have relevant PR experience and social media fluency, along with writing and media placement samples. Digital marketing and video production expertise is a plus.

This position also requires about 10 percent of time spent on general office and administrative work to ensure the smooth administrative functioning of the firm.

LCI is a place where work and life truly co-exist. We offer generous retirement and vacation policies, including extended December/January holiday closures and the opportunity to participate in volunteer activities. Benefits are great and our offices sport some of the best views in San Francisco. And there are donuts...too many donuts. Want a taste for what it's like to work here? Check out [Our Culture](#) page to learn more about our philosophy around working hard and having fun at the same time.

Required experience and skill set:

- Excellent verbal and written communication skills
- Proven PR and media relations expertise
- Strong social media and digital prowess
- Strong desire to establish relationships with media
- 4-5 years of PR and digital experience
- Dynamic, creative thinker
- Team player attitude with self-directed discipline
- Proficiency in Microsoft Office as well as Internet research capabilities
- Ability to work under short lead times and high pressure
- College degree in communications, journalism or related field is highly preferred
- Experience with database management, project management and/or timesheet software is preferred

Please send cover letter, resume and writing samples to jobs@landispr.com.

Named America's #1 Small PR Agency (Ragan's Ace Award), Landis Communications Inc. (LCI - www.landispr.com) is celebrating 25+ years in business. The firm was also named one of the top PR agencies by *PR Week*. Clients include such well-known brands as: Velodyne LiDAR, Inc., On Lok Senior Health Care, Save the Redwoods League, Peninsula Open Space Trust, Native Trails (unique, sustainable kitchen/bath furniture), California Bank & Trust, Global Alzheimer's Platform Foundation (GAP), NorthStar Memorial Group and more. LCI also is the San Francisco/Silicon Valley member agency of the Public Relations Global Network (www.prgn.com), with more than 50 agency affiliates worldwide.