Stern Strategy Group

**Job Title:** Assistant Account Executive

**Location:** 186 Wood Ave South, Suite 300, Iselin, NJ 08830

**Job Type:** Full-Time (Entry Level)

**Compensation Type:** Salary

**Start Date:** ASAP

**Job Description:** An Assistant Account Executive supports account and/or project teams and must efficiently service them. Understanding of clients’ businesses and the marketplace to which they sell is necessary. Assistant Account Executives perform fundamental tasks such as monitoring/assisting in the production of content and materials and communications outreach. This entry-level position is focused on developing the necessary skill set to become a successful communications practitioner. Typically, Assistant Account Executives will be involved with clients within the first 6 months.

**WHY YOU’LL LOVE OUR CULTURE, ENJOY BENEFITS AND RAVE ABOUT THE PERKS!**

- Our culture is best defined by our core values: integrity, respect, curiosity, tenacity, commitment, forward-thinking, collaboration, passion, enthusiasm and courage
- We take genuine interest in your professional development and career growth
- Team members are recognized for outstanding work and demonstration of our core values
- We love what we do! We work diligently and efficiently in a positive and calm atmosphere
- We offer a comprehensive suite of benefits: Medical with HSA, Life, Short-Term Disability, Long-term Disability, Dependent Care FSA, 401k with a match after 1 year, EAP
- We have lots of perks and fun events! 8-10 Company Holidays, Generous PTO (paid time off), flex time/flex place, pizza lunches, happy hours, social and team building events, company parties, holiday celebrations, potlucks, employee appreciation events, community service projects, education fund towards professional development and much more. Check us out on social media to get a sneak peek at the fun! [https://www.instagram.com/sternstrategy/](https://www.instagram.com/sternstrategy/)

**Primary Responsibilities:**

- Your **curiosity** will push you to ask intelligent questions, explore new concepts and ideas essential to personal growth and client satisfaction.
- You will **collaborate** and support account teams through media outreach, researching and maintaining conference and editorial opportunities and calendars.
- Your **tenacity** will drive you to generate meaningful, high-value media coverage within top-tier business outlets for your clients and build relationships with your teams, clients and journalists.
- You’ll use **forward thinking** to translate complex information into compelling written content to support program implementation by drafting client reports, memos, news releases, pitch letters, briefing documents, byline articles, bios, profiles, press kit materials, etc.
- Your **passion** and **enthusiasm** for exemplary performance and meeting deadlines will play a vital role in your success.
You’ll use your creativity and abstract reasoning to understand our clients’ businesses and often complex themes, and apply newly acquired knowledge and problem-solving skills to generate news hooks, story angles and media opportunities.

Due to your courageous nature, you will routinely and proactively contribute new ideas for both account teams and the agency.

Qualifications:

- You have a bachelor’s degree in communications, public relations or related field.
- The media landscape is your playground; you understand worldly themes and stay on top of current events.
- You have exceptional oral and written communication skills.
- You have an affinity for details and quality, along with a sense of urgency.
- You have sound judgment and stay organized in a fast-paced environment where multi-tasking and working with multiple clients makes every day interesting and different.
- You are confident, enthusiastic and engaging with a can-do attitude, and display willingness to handle all tasks.
- You have 1-2 years’ internship and/or agency experience servicing B2B PR/marketing accounts a plus.

Application Instructions: Our future is bright and with us, so is your career. We’re excited to review your application! Please submit your cover letter, resume and salary requirements to aae@sternstrategy.com.

Please also share how you learned of the opportunity.

About the Organization: Stern Strategy Group gives voice and access to ideas, institutions and individuals impacting the world. Our public relations and communications, advisory, and speakers and authorities services build thought leadership and business. Embracing clients' ideas and mission, Stern brings empathy, coaching, strategy, connections and influence to all our work.

We are a "best place to work" (NJBiz magazine). Our campaigns win awards. Clients value our partnership. Our team genuinely enjoys what they do. Your brain will be challenged, your creativity tapped and commitment rewarded. You will make a difference -- and know it.

We are 31 years and more than 30 people strong. We build strategies to reach goals today and tomorrow -- and we implement them. We tell stories, generate conversation, influence, engage and impact. It's work that takes the creativity of many different kinds of people, all with special talents. We're constantly looking for more of them.

Stern Strategy Group offers all the advantages of a big city agency (bold ideas, big name clients, regional presence, beautiful and ideally located headquarters) infused with the spirit of a homegrown firm (work-life integration, entrepreneurial, hands-on, ambitious, fun).

The benefits of working with us don't stop there. We also offer competitive salaries, generous PTO (paid time off), flex time/flex place arrangements, hands-on training and professional development (inside and out of the office), team building events and social/community involvement projects, and much more.

Our future is bright (take a look at our new office!) and with us, so is your career. Let's talk about how we might work together.

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