



Example of Marketing & PR Job Description

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Our company is growing rapidly and is hiring for a marketing & PR. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for marketing & PR

- Works with Director of WW Public Relations on development and maintenance of media lists and press clippings and materials
- Create and maintain press kits
- Produce all events
- Manage e-communications
- Some website oversight involved as well
- Working out of our Beverly Hills office, you will own and drive the recruiting strategy and results for the business groups with which you partner
- Source, interview, offer, negotiate and close candidates
- Engage with key business partners regularly
- Develop, drive and execute comprehensive search strategies designed to recruit top talent at all levels, including building key competitive research, industry profile development, networking and sourcing
- Educate/train hiring partners on how to interview and acquire top talent

Qualifications for marketing & PR

- Social Media experience/interest
- Candidate must be currently enrolled in coursework at an accredited college or university
- Preferred students will be studying Marketing, Advertising, Communications or other related field
- Experience writing for school publications, local newspapers, a plus

- Experience working with Content Management Systems (WordPress, Adobe CQ), Photoshop, Platforms Salesforce and web analytic tools