



Example of Public Relations Consultant Job Description

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Our company is looking for a public relations consultant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for public relations consultant

- Write and edit content for internal announcements
- Collaborate with cross-functional department teams
- Ensure alignment on strategies
- Assist with management of advertising agency and other strategic partners and/or consultants
- Assist with the development of collateral materials
- Provide project management and tactical execution of PR communications programs
- Drive tactical execution of communication programs
- Provide writing, editing, strategic counsel and advice to internal clients, including senior and line management, on positioning and tactics regarding media activities
- Masters' degree in communication, journalism, human rights, gender/women's studies, international development or a related field (max 10 points)
- A minimum of 5 years of relevant work experience in media and public relations (max 30 points)

Qualifications for public relations consultant

- Self-motivated individual who thrives in a fast paced environment with

- Experience with various social media channels and media monitoring tools required, some familiarity with social analytic tools is preferred
- Experience planning and hosting events a plus
- Degree in communications, public relations or journalism
- Experience as spokesperson an asset
- Detail-oriented and meticulous in managing projects