



## Example of Public Relations Consultant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of public relations consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for public relations consultant

- Coordinate various public relations initiatives, assisting in the trafficking and scheduling of key materials through compliance and other internal gatekeepers
- Manage internal communications channels, regularly posting content and monitoring for activity
- Own the relationship with key stakeholders and service as the primary point person for PR, channel marketing, web/mobile integration and provider engagement
- Deliver on growth goals for all Lifestyle Medicine program as they related to areas of oversight
- Ensure that the Lifestyle Medicine voice is front and center in all consumer facing work, industry voice and provider toolbox
- Serve as the advocate for Wellvolution to Corporate Comms and Digital Customer Experience teams
- Drive the development proposals and recommendations for functional areas within areas of oversight
- Create and/or identify opportunities for expansion within corporate comms, DCE, channel marketing and provider engagement
- Independently drive Wellvolution initiatives
- Lead all internal and external stakeholders towards a common goal and

## Qualifications for public relations consultant

- Proven success cultivating and maintaining positive relationships with global media organizations, including print, online and broadcast, to generate maximum media coverage
- Experience working independently in a diverse organization, yet also contribute to the overall team strategy and goals
- Excellent writing, editing and proofreading and verbal and written communication skills
- Self-starter with strong organizational skills and the ability to work independently and manage multiple projects simultaneously
- Mastery of MS Office suite, specifically Word, Excel and PowerPoint
- Initiates, plans, develops, and manages the execution of thought-leadership communications strategies to support organizational objectives while maintaining and increasing the organization's awareness among key constituencies, including mass and trade media, grassroots, regulators and lawmakers on the state and federal levels