



## Example of Specialist / Associate Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is looking for a specialist / associate. 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 specialist / associate

- Monitor competitor PR and thought leadership programs
- Help monitor social media for company mentions and alert the program/PR manager to any postings requiring action
- Support Content Marketing and PR managers in posting useful, timely information on corporate social media feeds and social network publishing platform, and developing social media posts for blogs
- Interview field staff and write article(s) for internal newsletter
- Assist in managing editorial calendar, editing blog posts and searching for images for corporate blog
- Update ED landing pages on BobNet, as needed, and help develop field roll-out materials for new initiatives
- Write corporate biographies
- Disburse payments in the client's servicing system
- Generate results reports with screen grabs, UVMs
- Obtain creative assets (clips, photos, interviews) from internal resources

### Qualifications for specialist / associate

- PRSA designation a plus
- 2+ years' of experience in public relations (preferably at a PR agency) or previous journalism or corporate communications experience, including writing articles

- Knowledge of social media, including Facebook, Twitter, Google Plus and LinkedIn
- Mortgage servicing experience, particularly with escrow or impounds
- Working knowledge of MSP