



Public affairs/political consulting firm seeks Account Coordinator for public affairs, legislative and ballot measure campaign work. Responsibilities will include: research, writing, and database-management on client assignments, event planning and assistance, graphic design and communications work including social media management, coalition building and engagement, materials development, and general administrative tasks as needed.

The ideal applicant should be a talented writer and researcher, a quick learner and problem-solver, and a self-starter. The applicant must also have strong communication skills and a good sense of humor.

Qualifications:

- 1-2 years of relevant experience in politics, public affairs, lobbying, communications, or related work.
- Strong written and verbal communications skills.
- Must be able to work in a fast-paced environment and manage competing priorities in an efficient manner.
- Hard working team player with exceptional organizational skills and outstanding speaking and writing ability.
- Working knowledge of Microsoft Office Suite software.

Please send resume and cover letter to madison@callahanpa.com.

About CPA:

Callahan Public Affairs works on high-profile statewide public affairs, ballot measure, and issue campaigns. We focus on strategy, message development, ally recruitment and engagement, and general issue and campaign management for many diverse industries and constituencies.

As an Equal Opportunity Employer, CPA does not discriminate against applicants or employees because of their race, creed, color, age, religion, sex, disability, sexual orientation, marital status, military status, national origin, or ancestry.