Coordinator

Burness
Bethesda - MD (United States)
Job

Burness, rated by Washingtonian Magazine and the Washington Post as one of the best places to work, is seeking a motivated, organized, and creative person to join us in working alongside foundations and nonprofits on US and global health issues. The ideal candidate is a college graduate with intern experience or one year of professional experience in public relations or journalism (or related communications activities), a strong interest in media relations and health issues and who lives in the Washington, DC area or is willing to relocate.

Burness is a public-interest communications firm committed to advancing social change worldwide on a broad array of issues aimed at improving health, protecting the environment, and reducing poverty. For more on the work we do, visit burness.com.

Strong research and writing skills are critical assets for this new position, as are attention to detail, flexibility, ability to multi-task, and having a curious mind. We are looking for someone who is willing to take initiative and not afraid to ask questions.

The communications coordinator would work across projects, assisting mid-level and senior staff, and would perform a variety of tasks, including but not limited to: researching and creating media lists; conducting electronic distributions of press materials; carrying out online research; tracking news coverage; handling logistics for virtual media events; arranging meetings across time zones, including preparing agendas and taking detailed notes; pitching stories to reporters; conducting social media outreach and compiling metrics; and writing journalist emails, newsletters, media advisories, blogs and other needed materials.

Experience using data bases like Muck Rack, project management systems like Asana, and email marketing services like Mailchimp, in addition to comfort with Microsoft Office would be an asset. Proficiency in Spanish or French would be an asset.

Burness offers a competitive salary and benefits package. Please send resume and cover letter to jobs@burness.com