



Position	Public Relations Account Executive
Company	Alice Public Relations
Contract	Full-time, permanent
Location	Alice operates a hybrid model of working. The Account Executive can work, on average, two days a week in our office in Rathmines, Dublin 6, or at LoftSpace in Belfast City Centre. The remaining days can be remote from home.
Hours	Full-time, Monday to Friday (37.5 hours per week, with some flexibility required)
Salary & Benefits	<ul style="list-style-type: none"> • Salary €25,000 - €30,000 (depending on experience). • Hybrid working model. • Flexi time (start between 8am – 10am / finish between 4.30pm – 6.30pm). • 21 days’ annual leave, plus Good Friday off and an additional 3 to 4-day ‘winter break’ over Christmas. • PRII Membership. • Paid monthly mobile phone bill. • Work laptop provided. • Sick pay scheme. • Access to Employee Assistance Programme (EAP). • Opportunity to advance within the company. • Early Fridays – option to finish from 1pm on Fridays
Reports to:	Account Manager or Account Director
About the Role	<p>We are looking for a highly-motivated, solutions-focused and committed Account Executive who will play a key role in supporting the wider team in delivering local, national, and international campaigns, using a combination of traditional and digital tools and techniques.</p> <p>You will have the opportunity to build your skills in client relations and business development, and to gain valuable insights into the wide range of tasks that are involved in running a successful PR agency.</p> <p>Duties and Responsibilities Public Relations & Event Management Contributing to the development of strong media relations and social media campaigns for clients, and delivery of same:</p> <ul style="list-style-type: none"> • Writing and issuing press materials on behalf of clients. • Creating content for clients’ online campaigns; monitoring and updating of social media accounts. • Engagement with target journalists, politicians, stakeholders and influencers. • Organising photocalls and developing creative concepts for same. • Contributing to marketing and logistics for client events. • Evaluating and reporting on client campaigns, including media monitoring.



	<ul style="list-style-type: none"> • Attending client meetings and contributing ideas to PR strategies and campaign plans. <p>Operations & Administration</p> <ul style="list-style-type: none"> • Fielding queries from clients, the media and other stakeholders, as required. • Contributing to Alice Public Relations’ social media channels. • Contributing to the maintenance and updating of our operations systems. <p>This is not an exhaustive list of all duties and responsibilities. The post-holder may be required to perform other duties appropriate to the role that may be assigned.</p>
<p>Eligibility criteria / Essential qualifications, and/or experience</p>	<p>All candidates must have a legal right to work in the country and provide supporting documentation. The company is unable to sponsor or offer relocation at this time.</p> <p>Applicants must meet the following essential criteria:</p> <ul style="list-style-type: none"> • At least one year’s experience working / interning in public relations. • Demonstrated ability to work autonomously and collaboratively as part of a team. • Strong digital skills (previous experience of monitoring, updating and creating content for social media accounts and Google AdWords is desirable). • Excellent written and verbal communications skills, with strong attention to detail. • Creativity, problem-solving and organisational skills. • Calm, organised and flexible, with the ability to juggle a wide range of activities, prioritise your own workload and meet deadlines. • Good familiarity with use of Microsoft Office applications (Word, Excel, PowerPoint). • Concise and open communicator. • Interested in current affairs and the world around you. <p>Desirable</p> <ul style="list-style-type: none"> • Qualification in communications, journalism, public relations, or another related field.
<p>About Alice Public Relations</p>	<p>At Alice, our purpose is to create change that makes Ireland – and the world – a better place. We do this by delivering ambitious communications campaigns for our clients.</p> <p>Since our establishment, we have worked on campaigns to promote gender equality, reproductive rights, climate action, integration, children’s rights, employment and training opportunities, LGBTQ+ rights, health awareness and more.</p>



	<p>Our clients include charities and advocacy groups campaigning on important societal issues; public-sector bodies; research and innovation organisations; membership associations; social enterprises; and cultural festivals and major public events. With offices in Dublin and Belfast, we work throughout the island of Ireland – and beyond.</p> <p>While our external purpose is focused on improving the world, we have a complementary internal purpose, which is to provide our employees with secure, sustainable career paths, whilst ensuring they can lead happy, fulfilling lives.</p> <p>Further information about our work is available at www.alicepr.com.</p>
How to Apply	<p>If you feel you are a good fit for #TeamAlice and would enjoy working with us, please send your application to susannagh@alicepr.com with the subject line 'PR Account Executive'. <u>Your application must meet the following criteria or it will not be considered:</u></p> <ol style="list-style-type: none">1. Your application must include a cover letter and CV.2. We ask that you keep your cover letter to a maximum of one page. In your cover letter, please include:<ul style="list-style-type: none">• Why you feel you are a good fit for this role with #TeamAlice; and• Details of your experience working in public relations.
Closing Date	<p>The closing date for applications is Monday, 20th March at 5pm. Shortlisting will apply. We expect to hold interviews during the week commencing Monday 27th March.</p>
Informal Queries	<p>susannagh@alicepr.com</p>

ENDS