

Job Posting | Public Communications Inc.



Job Title: Account Supervisor

Salary: \$70,000

Classification: Exempt

Work Location: Hybrid (Works both in the office 1 to 2 days a week and remotely with some on-site at clients and events as determined by supervisor)

Office Location: 161 N. Clark St., Suite 2050, Chicago, IL 60601

About PCI:

Public Communications Inc. (PCI) excels as a national communications agency driven by a purpose – to make a positive difference for our clients and community. More than 60 years after our founding, we remain proudly independent and focused on providing results-oriented, measurable communications services. Our experienced 30-member team includes senior counselors, strategists, media relations experts, digital strategists, writers, and planners. We are based in Chicago and extend our reach across the United States and globally to help clients meet their goals through strategic planning, creativity, and collaboration.

Summary of Role:

The Account Supervisor is responsible for overseeing multiple client accounts, ensuring the development and execution of effective PR strategies, and managing a team of account executives and junior staff. The Account Supervisor serves as a key contact for clients, providing strategic counsel, managing day-to-day activities, and ensuring the overall success of campaigns. This role involves both leadership and hands-on execution, balancing client relationships, team management, and business development responsibilities.

We are looking for someone who is passionate and excited about implementing PCI's vision and that of its clients in this role.

Specific Responsibilities:

- Act as a main point of contact for clients, ensuring their needs are met and building strong, trusted relationships.

Job Posting | Public Communications Inc.

- Lead the creation and implementation of PR strategies and campaigns that align with client goals and generate measurable outcomes.
- Oversee and collaborate with account teams, providing direction, feedback, and support to ensure high-quality deliverables.
- Develop media relations strategies, secure media placements, and craft compelling narratives that effectively communicate client messages.
- Manage multiple projects, keeping them on schedule and within budget while maintaining attention to detail and high-quality standards.
- Contribute to new business development by generating ideas, assisting with proposals, and participating in pitch presentations.
- Provide guidance to junior team members, fostering a supportive environment for their growth and development.
- Monitor and report on campaign performance metrics, providing insights and recommendations for future strategies.
- Other duties, as assigned.

Experience and Skills Requirements:

- 5+ years of communications or public relations experience.
- Proven ability to lead and manage teams, mentor junior staff, and foster a collaborative team environment.
- Familiarity with AP style and writing for news media.

Experience and Skills Preferred:

- Proven account management capabilities in an agency setting.
- Previous experience working in a public relations agency or in-house at a Nonprofit and/or Conservation organization is a plus.

Educational/Certification Requirements:

- Bachelor's degree in communications, public relations, marketing, journalism or related fields.

Educational/Certification Preferred:

- Advanced degree/coursework welcome.

Computer Program/Resource Requirements:

- Microsoft Office Suite
- Adobe Acrobat Reader
- Zoom

Job Posting | Public Communications Inc.

Computer Program/Resource Preferred:

- PR tools such as Cision, MuckRack, Critical Mention, Meltwater, TV Eyes, PR Newswire, BusinessWire or similar platforms
- Project management tools such as Monday.com, Asana or similar platforms
- AI tools such as ChatGPT, Grammarly, Perplexity AI, Jasper AI or similar platforms
- BigTime
- Nexonia
- Slack

Physical/Driving Requirements:

- Valid driver's license
- Must be able to lift 25 lbs.

Travel Requirements:

- Some travel for client events some of the time

Language Requirements:

- English (Fluent) - Spoken and Written

Disclaimer:

PCI is employment at will. This means the employee or employer may terminate the relationship at any time without reason or cause.

PCI is an Equal Opportunity Employer and therefore does not discriminate based on race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental handicap, military service, or unfavorable military discharge.