

## **Open Position: Program Associate**

### **About Voxus**

Voxus PR is an independent, B2B technology marketing agency based in Seattle, Washington. Founded nearly 20 years ago, the agency offers a range of integrated public relations (PR), social media, and content services for B2B technology companies across North America. The agency's deep understanding of technology and customer needs drives creative content and compelling outreach to elevate breakthrough brands.

We're growing quickly and on the lookout for the next wicked smart, creative communications professional who loves technology and wants to join our team. We offer a complete benefits package (health insurance, 401K, and PTO) in addition to competitive salaries.

If you can see yourself working in a fast-paced, collaborative environment, helping disruptive companies tell their stories, then check out the job description below.

### **Program Associate Job Description**

**Requirements:** This is a fast-track career growth role within the organization, so you'll need a college degree in English, journalism, communications, and/or public relations, along with \*some\* previous experience. This could be a relevant internship or post-graduate position. Bonus points if you've worked in the technology sector or at a public relations agency.

**Summary:** As an entry-level program associate, you'll be working closely with a team leader on several dynamic accounts that could span a range of technology sectors. You will have an opportunity to learn everything from how to create compelling content to the fundamentals of public relations (such as media and analyst relations) to the effective use of cutting-edge communications tools. You'll get the chance to participate in internal team meetings as well as client presentations, as appropriate.

### **CORE DUTIES AND RESPONSIBILITIES (*other duties may be assigned*)**

- Learn the "ins and outs" of agency services, with a focus on foundational PR program elements: awards, speaking opportunities, media relations, etc.
- Master online research, including the use of emerging AI tools.
- Maintain key client assets, including databases and tracking tools for media management, program measurement, and more.

- Actively participate in team and client meetings.

### **PUBLIC RELATIONS FUNCTIONS & CLIENT SUPPORT**

- Learn how to craft and finalize well-written PR documents, such as press releases, FAQs, fact sheets, blogs, and activity reports.
- Become proficient at writing high-impact pitches and interacting with media and industry analysts.
- Develop problem-solving skills and ability to predict outcomes, issues, etc.
- Drive meticulous execution of client program activities, including strict deadline management, follow-through and attention to detail.
- Practice and become proficient in the VOXUS standard for communicating and driving business outcomes with clients.

### **MARKET/INDUSTRY KNOWLEDGE**

- Show a passion for PR and technology.
- Demonstrate ability to understand key industry trends/issues and think critically about client technology and topics.
- Regularly read industry resources and attend events for professional development and in support of client outcomes (virtual and/or physical).

### **PERSONAL LEADERSHIP**

- Be collaborative, intellectually curious, and open-minded – both internally and with clients.
- Demonstrate accountability, including impeccable attention to detail, strong organizational skills, and consistent ability to meet deadlines.
- Ability to juggle (and prioritize) multiple simultaneous tasks.
- Self-directed and proactive execution in a highly collaborative environment.
- Sense of ownership for success in client programs.

### **ADMINISTRATIVE & AGENCY**

- Adherence to company policies.
- Travel as necessary for client work or events.
- Accurate tracking and management of billable/non-billable time
- Contribute regularly to agency marketing initiatives, such as the corporate blog.
- Participate in agency activities, including quarterly co-working days (we are a remote-first agency, but gather 1-2x per quarter).

To apply, please submit a resume and cover letter to [hr@voxuspr.com](mailto:hr@voxuspr.com).