



## **Program Executive or Senior Program Executive (Account Executive / Senior AE equivalent)**

### **About Voxus**

Voxus PR is an independent, 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.

Looking for your next career move in public relations? Then we've got the job for you! Voxus PR is growing again – and we need to add a mid-level team member to meet the needs of our expanding roster of accounts.

We are currently seeking someone to become our next program executive or senior program executive (an AE or SAE equivalent), depending on your experience. This is a fast-track, career growth role within the organization, so you'll need at least two to five solid years of B2B tech-focused public relations experience to qualify (either in an agency setting or working in-house for a technology-based company).

Voxus embraces a virtual environment in working with globally recognized technology companies and some of today's hottest startups. We offer a fun, friendly atmosphere where humor and teamwork are highly valued. 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 Executive / Senior Program Executive Job Description**

You'll be working closely with the team leader on several dynamic accounts, requiring you to take a proactive lead in handling day-to-day tasks (depending on the size of the client's budget) that range from drafting contributed articles to direct interaction with editors and industry analysts. All Voxus program executives mentor junior-level staff members and supervise their day-to-day team activities as needed.

For those with a bit more experience, the senior program executive role prepares you to become the primary day-to-day contact for multiple contacts. You will begin to participate in strategy development, account planning, budget management, and more.

Your skillset needs to include:

- effective, proactive relationship-building with clients, including working directly with senior-level executives
- positive, meaningful and authoritative participation in client meetings
- active, ongoing cultivation of high-level media, analyst and influencer relationships



- successfully pitching and landing editorial coverage
- strong writing ability, both individually and through the development of team members' writing ability
- drafting PR documents, including PR plans, press releases, case studies, contributed articles, etc.
- current knowledge of key industry trends / issues and an ability to put clients in context with respect to those trends
- understanding of client products, services, underlying technology and competitive landscape
- comfortable working in and drafting content for social media channels
- follow-through and flawless attention to detail on account work
- managing multiple simultaneous projects and deadlines

**Qualifications:** For this job, you'll need between two and five years of technology PR experience and a college degree in English, journalism, communications, marketing or public relations. You'll flourish if you're a team player and can juggle multiple tasks and schedules. A writing test will be administered to successful applicants.

The estimated salary range for this position is between \$50,000 - \$90,000 and includes a complete benefits package (health insurance, 401k, and PTO).

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