



## Open Position: Program Executive

### 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. This is a fast-track, career growth role within the organization, so you'll need at least two solid years of technology-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 as well as 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 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.

Your skillset needs to include:

- press release development and drafting
- successfully pitching and landing editorial coverage
- working in social media channels
- drafting case studies
- working directly with senior level executives
- managing multiple simultaneous projects and deadlines

**Qualifications:** For this job, you'll need at least two 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 have the ability to 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 - \$70,000 and includes a complete benefits package (health insurance, a 401k, and PTO). To apply, please submit a resume and cover letter to [hr@voxuspr.com](mailto:hr@voxuspr.com).