

SPORTS & EXHIBITION AUTHORITY OF PITTSBURGH AND ALLEGHENY COUNTY

JOB TITLE: Public Relations Assistant

DATE: 6/20/2024

DESCRIPTION NUMBER:

EXEMPTION STATUS: Exempt

The Sports & Exhibition Authority of Pittsburgh and Allegheny County (SEA) develops first class sports, entertainment, recreational, and convention venues to benefit Pittsburgh's economy and improve quality of life.

GENERAL: The Public Relations Assistant is responsible for digital/social media, media relations, and public information for the Authority. You will organize, and coordinate activities with other sections.

DUTIES AND RESPONSIBILITIES: Main areas of responsibilities include but are not limited to the following:

- Improving and updating website platform
- Monitoring social media platforms
- Conducting media research
- Scheduling media advertisements
- Writing press releases and other material to distribute to the media and community
- Assisting with the organization and execution of PR events
- Keeping calendars and media lists
- Participating in brainstorming sessions

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Bachelor's degree from an accredited college or university in communications, public relations, political science, marketing, or related field.
2. At least 1 - 2 years of work experience in communications, marketing, or public relations, including digital marketing.
3. Must have strong writing, proofreading, and editing skills/experience.
4. Demonstrated proficiency in Microsoft applications.
5. Strong oral communication skills
6. Ability to deal directly with public and staff
7. Work independently with limited supervision, exercise good professional judgment, and work well with outside counsel, as well as in-house team members.

SALARY RANGE: \$45,000 -\$55,000

RESIDENCY REQUIREMENT: Must live or be willing to relocate to Allegheny County, PA.

This role is 100% in office

REQUIRED DOCUMENTS: Candidates must send their resume with a cover letter and salary requirements to hr@pgh-sea.com