



JOB DESCRIPTION

Division:	Account Services
Department:	Account Planning
Job Title:	Project Deputy/Account Executive
Level:	Manager I
Position type:	Mid Level
Status:	Full-Time, exempt
Location:	Rockville, MD
Post Date:	
Closing Date:	
Salary Ceiling:	\$62,000-\$72,000
Job Description:	Assists in managing contracts and projects for various clients including government and private sector. Supports coordination, direction and coordination of outreach, communication planning and production services. Supports communication with clients and ensures value based services, quality, and 100% customer satisfaction. Helps coordinate staff assignments and project activities. Maintains and organizes information and data in order to assist in the management of project activities. Tracks project tasks and activities, ensures timely delivery of services and products, supports all project needs. Position may require occasional domestic and international travel. Participates in company-wide staff development, business development, and marketing.
Minimum Required Qualifications	2 years experience in contract and project management 1 years experience in communication planning and production 2 years experience in government project management Experience managing client relations
Desired Qualifications	Experience in multicultural and age-specific outreach Advertising, public relations, media relations or journalism experience Experience managing all aspects of multimedia development and production including print materials, motion picture, new media, and audio Experience coordinating all aspects of public and media relations including development of communication plans, press events, press releases, and briefings Proven flexibility and adaptability to work tight deadlines in a fast-paced environment Knowledge of word processing, database, spreadsheets and project management software and general office communication equipment Experience in international health, and international development a plus Content knowledge in any of the following areas: human health, environmental health, science and technology, humanities, socio anthropology, arts, entertainment, and edutainment is a plus Language skills a plus
Skills Pre-requisite:	College degree or on the job experience, in management Experience managing multiple projects/events simultaneously Experience in business development and marketing PC and/or Macintosh OS, windows and communication technology proficient