



Communications Assistant

Concepts, Inc., a woman-owned communications firm in the Washington, D.C. metropolitan area, is seeking a highly motivated full-time communications assistant to support the company's day-to-day operations and marketing.

The candidate must be extremely organized, detail-oriented, able to multi-task and anticipate needs in a fast-paced environment. In addition to being proactive, resourceful and efficient, a high level of professionalism and confidentiality is crucial to this role. Proven research, writing and editing skills, a strong decision-making ability and attention-to-detail are equally important.

Responsibilities

- Provide executive support to the president. This includes, but is not limited to, assisting with writing proposals, gathering information needed for proposals and researching prospective business connections.
- Lead re-design of Concepts' website and company marketing materials.
- Support a variety of administrative tasks which may include organizing employee information, mailing, printing and maintaining the office space.
- Develop and maintain contact lists for outreach to organizations and the media.
- Track and compile media coverage, including legislative and regulatory updates, using Cision and general Internet research.
- Manage the Concepts social media (Facebook, LinkedIn and Twitter).
- Provide logistical meeting support.
- Support website content development and quality assurance services, as well as provide technical assistance to users of client websites, online workspaces and other tools.
- Complete additional duties, as assigned.

Qualifications should include:

- A Bachelor's degree in business, communications, journalism, marketing or a related field.
- 2+ years of professional experience in office environment.
- Proven research, writing and communication skills, as well as experience with social media platform management.
- Strong knowledge of Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Self-motivated, proactive and able to work in a team environment or independently.
- Strong attention to detail and able to handle multiple projects simultaneously without missing deadlines.
- Exceptional interpersonal skills with the ability to cultivate and maintain relationships with clients, colleagues and other organizations.
- Brings creativity and a fresh perspective to the table.

If you are interested in the communications specialist position, please email your cover letter and resume to Karen Herson at careers@conceptscmm.com.

About Concepts

Concepts, Inc. is small, woman-owned communications firm in the Washington, D.C., metropolitan area that specializes in developing and executing effective communications strategies, partnership programs and public education and outreach campaigns. Known for creative approaches that deliver tangible results, Concepts has successfully managed a variety of initiatives on behalf of federal government agencies, nonprofit organizations and private companies. The firm has a diverse portfolio and takes particular pride in its extensive expertise in issues related to disability, accessibility, veterans and the military community.

Concepts, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.