



Public Relations Specialist

ORGANIZATION - The Las Vegas Global Economic Alliance (LVGEA) is a public-private partnership dedicated to growing the economy in Southern Nevada through connectivity, community development, and strong business recruitment, retention and outreach. As Southern Nevada's regional development authority, the LVGEA's vision is to help residents thrive in a global economy by fostering a more prosperous, diverse and connected regional economy.

POSITION DESCRIPTION - The LVGEA is seeking a Public Relations Specialist to lead organizational communications efforts between various media outlets and work collaboratively with local and regional agencies. This position will implement public relations strategies to raise awareness among key audiences and uphold the positive image of the organization.

We'd like to find somebody with big ideas and extraordinary written and verbal communications talent, who engages in critical thinking, enjoys working with and informing members of the media, and applies creativity and passion. We are looking for someone who can significantly advance the high-level communication between our organization and our media resources and journalists.

You'd be a good fit for this job if you...

- Have a passion for message development and writing with different styles
- Enjoy working with journalists and creating written communications products
- Are a self-starter and thrive bringing diverse stakeholders together
- Are comfortable with ambiguity, independently leading and completing projects

If you excel in rapidly changing environments and diligently meet deadlines, you'll fit right in with this team. We are a dynamic, fun, fast-paced, and highly productive business organization, and you would be joining a team that strives to grow through connectivity, community development and aggressive business recruitment, retention and outreach.

You'll report directly to the Vice President of Communications & Public Affairs but will also work in a highly collaborative setting with other team members, especially the President & CEO.

ROLES & RESPONSIBILITIES - We're a small, close-knit team, so you can expect a lot of variation and flexibility in what you do day-to-day, but generally you'll work in these areas:

Public Relations - Build productive partnerships with local, regional, national and international media and business leaders

- Draft and enhance key messaging and communications plan
- Build awareness of the organizational activities, strategic initiatives and progress with local/regional audiences
- Maintain extensive and positive relationships with local, regional, national and international media
- Track and monitor local, regional, and national intel for media and staff teams

Content Creation & Management - Produce, manage and coordinate content for distribution

through several channels and platforms including:

- Website
- Social media
- Newsletter
- Editorials
- Speeches
- Presentations
- Event promotions
- Blogs

QUALIFICATIONS - If you want to work with us, we're searching for people who have...

- A bachelor's or master's degree in marketing, communications or related field
- Excellent oral and written communication skills
- Strong knowledge of local community and economy
- Excellency in organization, critical thinking, and persuasion

Your application will be even better if you have...

- 3+ years in media, communications, marketing, journalism or a similar field (although we'll consider applicants with different experience levels and backgrounds)
- Demonstrable depth of working knowledge of Nevada's media landscape
- Prior experience working with economic development organizations

COMPENSATION - Salary range is commensurate with candidate experience. You will receive a highly competitive benefits package (401k, medical, dental, vision, life, etc.) as well as three weeks paid-time off, exclusive of holidays.

HOW TO APPLY - Please submit a cover letter, resume and writing sample to Danielle Howell, LVGEA's Director of Operations, at danielleh@lvgea.org. This position is open until filled.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.