

Public Relations Coordinator

Taylor Johnson, a public relations firm specializing in real estate and located in northwest suburban Niles, is seeking an energetic, detail-oriented PR Coordinator.

A full-time position, the PR Coordinator performs a wide range of PR support duties related to the daily operations of the boutique firm. Candidates must be able to juggle multiple tasks and deadlines while immersing themselves in the company and broader real estate industry.

Typical duties include:

- Create and modify documents and reports using Microsoft Office
- Maintain and update agency databases
- Review and distribute press releases
- Create and manage media lists
- Assist with research projects
- Support PR staff in assigned project-based work
- Complete writing assignments
- Coordinate client award nominations
- Manage agency and client social media accounts
- Assist with client and industry events

Candidates must possess:

- Bachelor's degree in communications, journalism or English
- Exceptional communications / interpersonal skills
- Excellent time-management skills, with an eye for detail and ability to meet multiple deadlines simultaneously
- Ability to work independently or as a member of a team
- Ability and desire to work in a small, open-office environment
- Honesty and integrity
- A great work ethic
- Creative, outside-the-box thinking
- An interest in residential and commercial real estate (existing knowledge not required)
- Direct experience with social media
- Extensive knowledge of Microsoft Office
- Knowledge of Photoshop and audio/video editing applications a plus

About Taylor Johnson: Since 1977, Taylor Johnson has represented public and private companies in the areas of residential development and brokerage; commercial development and brokerage; architecture and design; construction; property management; real estate finance and investment; and real estate auctions.

We are a boutique, family-friendly agency that places a strong emphasis on creativity, integrity, determination and fun. Someone who enjoys working in a collaborative environment and stays up-to-date on trends and current events will thrive in this position.

Visit our website – www.taylorjohnson.com – for more insights. Submit resumes to resume@taylorjohnson.com.