



## **RESEARCH ASSISTANT DESCRIPTION**

Paige Poulos Communications, a dynamic public relations agency located in Point Richmond, CA, is seeking a mature, professional Research Assistant who is interested in learning multiple aspects of the wine industry. The position is 30 to 40 hours week for a term of three months. This is a valuable opportunity for an energetic, confident individual seeking an entry-level position in a public relations firm specializing in wine, lifestyle and green messaging. \$1,500 stipend paid at the end of the term and class credit if applicable.

### **RESPONSIBILITIES:**

- Daily telephone/email contact with local and national press and vendors
- Maintain press contact database and client files
- Track press coverage
- Assist in distribution of press releases and client press kits
- Assist with research
- Assist with planning, production and execution of PR events
- Managing media and VIP lists
- Press and Trade Mailings

### **REQUIRED SKILLS:**

- Excellent organizational skills and attention to detail
- Strong verbal and written communications skills
- Ability to deal with strong personalities while maintaining high degree of professionalism
- Must be able to work well under tight deadlines and in a fast paced environment
- Proficiency in Outlook, working knowledge of Photoshop, HTML programming a plus
- Proficiency creating and editing documents in Microsoft Word and Excel
- Positive, cheerful, team-oriented attitude

Please send resume and cover letter to [christina@paigepoulos.com](mailto:christina@paigepoulos.com).