



## Career Opportunity – Account Executive

### **ABOUT SUMMIT STRATEGY GROUP**

Summit Strategy Group is a California-based consulting firm that specializes in corporate reputation, public affairs, sustainability and ESG.

### **ABOUT THE POSITION**

We are seeking a driven communications professional interested in gaining experience in the fields of public affairs, corporate communications, and issues management.

As an Account Executive at Summit Strategy Group, you will:

- Be a part of a dynamic and growth-oriented consulting firm with unlimited potential for growth and professional development.
- Manage accounts and execute a variety of client work, including, narrative development, grassroots organizing, media relations, stakeholder engagement, research, and content development.
- Work closely with top professionals in the industry, engage directly with clients and work hand-in-hand with communications, research, and ESG experts
- Report to the Public Affairs team, managed by Managing Director and Senior Director
- Provide project management and coordination of special projects, as needed.
- Track progress and document client deliverables and support account management and organization
- Work in a remote, fast-paced virtual environment.
- Assist with company communications, marketing and promotion, as needed.

Ideal candidates will have a desire to learn, problem-solve and think quickly on their feet. Applicants with a diverse background are welcome and experience working in the communications field (either agency or in-house) is a plus.

We are an equal opportunity employer with competitive compensation. This position will be temporarily remote as our offices remain closed during the COVID-19 pandemic, and candidates should be prepared to work from our Summit Sacramento office once COVID-19 shutdown measures cease.

### **HOW TO APPLY**

If you're interested in challenging work, expanding your skillset, and gaining real-world experience and skills, we want to speak with you.

Please email your cover letter and resume to [caroleana@summitstrategygroup.net](mailto:caroleana@summitstrategygroup.net). Once we review your information, we will schedule a time to speak.