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## Evoke KYNE Job Role: Junior Associate, New York City

Evoke KYNE is an award-winning health communications and public relations agency dedicated to helping improve and save lives. We were founded on the belief that communication is a powerful health intervention. Our team is passionate and committed, with deep experience working across sectors to make real differences in health. We love what we do, we live what we do, and we truly believe in what we do.

The Junior Associate supports projects and programs as directed by the Manager and other senior management on the team. This is an opportunity to support client and new business development efforts across a range of private sector, nonprofit, foundation and government health clients, using your communications training and experience to improve health and make a difference. Based in New York City, this is an exciting opportunity to join a fast-paced, growing global company.

### KEY RESPONSIBILITIES:

#### Client Service / Relationship Management

- Coordinates research, logistics and timelines for client projects
- Handles coordination of client status meetings
- Conducts research as needed to support client initiatives, making recommendations mindful of best practices
- Supports development of client communication deliverables as directed by members of the team
- Conducts media relations and social media tasks as appropriate, including but not limited to, media monitoring, media list development, pitch and media materials development, pitching, social media content creation, tracking and reporting
- Manages all administrative tasks and logistical support needs as determined by client project/program
- Accurately prepares all client project documentation as required
- Coordinates workflow of document and concept reviews among client internal departments/teams as appropriate
- Establishes relationships with clients at appropriate levels

#### Business Development

- Participates in new business brainstorms
- Conducts research on new business projects

#### Initiative & Flexibility

- Manages assigned projects with appropriate supervision

- Asks questions and knows when to involve supervisor
- Learns the role of each team member
- Proactively seeks opportunities to better understand sector / public health space

#### Effective Communication

- Ensures accuracy of all written projects, including fact-checking and referencing documents as needed
- Encourages regular feedback from manager and team members

#### Teamwork & Leadership

- Demonstrates flexibility in working across teams and ability to adapt to project needs, different team working styles, etc.

#### **EDUCATION & EXPERIENCE:**

- Bachelor's degree, preferably in communications, marketing, business or related health / science field
- Entry level through two years' experience (preferably in health communications)
- Confidence to not get rattled in the face of competing priorities and demands on time
- Strong interpersonal skills with the ability to build cross functional relationships
- Takes the initiative in seeking training on company processes/procedures
- Works collaboratively as part of a team
- Innovative thinker and creative problem solver
- Shows an entrepreneurial spirit
- Strong attention to detail
- Possesses strong organizational and follow up skills
- Able to develop project management skills
- Superb internal and external communication skills (verbal, written, listening)
- Solid research skills
- Passionate about improving lives through innovations in health
- Experience in media relations, social media, and/or analytics

Evoke KYNE is an equal opportunity employer and does not discriminate against employees or qualified job applicants on the basis of actual or perceived race, religion, creed, color, sex, pregnancy, age, national origin, ancestry, ethnicity, citizenship, disability, genetic information, veteran status, marital status, familial status, sexual orientation, gender expression or identity status as a victim of domestic violence, stalking and sex offenses, or any other status protected by applicable federal, state or local law.