



## **WINE & FOOD PR**

### **ACCOUNT COORDINATOR**

#### **JOB DESCRIPTION**

Creative boutique marketing/PR agency based in New York and California, specialized in international and national wine and food accounts is looking for an Account Coordinator.

The agency is growing steadily and sets standards in the wine and food industry for innovation and results. While this is a fast-paced environment, the emphasis is placed on work/life balance. Additionally, we only represent clients that we respect and enjoy. Accounts include Champagne Laurent-Perrier, Wines of Alsace, Vins de Bordeaux, Esporao, Falesco, Rhône Valley Wines, Long Island Wines, and more. Visit [teuwen.com](http://teuwen.com) for more information.

#### **Key Responsibilities**

- Media Relations: research and write compelling pitches and press releases, pitch media on a daily basis, distribute samples, meet media, monitor results (65% of the job)
- Develop and produce media/marketing materials, invitations, website copy, blog posts
- Monitor and manage press clipping service, clip articles, prepare monthly reports
- Support Social media programs for clients and agency
- Help produce media, trade and consumer events, from small dinners to large trade/consumer tastings
- Help create activity reports
- Manage wine warehouse inventory and sampling programs
- Update databases
- Manage interns
- Office management

#### **Qualifications**

- Internships to 1 year experience in consumer/food/wine PR & Marketing, preferably in agency

- Excellent oral and written communications
- Good media relations/pitching expertise and established contacts in wine, food and lifestyle media
- A team player
- Result-driven, resourceful, passionate
- Available for evening events, national and international travels
- French language a plus

**Salary & Benefits**

Salary commensurate with experience

Health insurance

401K plan

Vacation package, 10 observed holidays & 5 sick day package

Please send resume and cover letter to [careers@teuwen.com](mailto:careers@teuwen.com), thank you.

Note: Due to the volume of responses, please understand that profiles not matching this job description may not receive an answer.