



Junior Account Manager

Pink Buoy PR

Halifax, Nova Scotia | Hybrid (In-Office & Work From Home)

About Pink Buoy PR

Pink Buoy PR is a boutique communications and public relations agency working with clients across a range of industries, including arts and culture, innovation, energy, tourism, and community-focused organizations. Founded and led by CEO **Emily Petley-Jones**, the firm is known for strategic thinking, strong storytelling, and hands-on execution.

We are growing and looking for a motivated early-career professional who is excited to build a career in communications and client service.

The Role

The **Junior Account Manager** supports client relationships while contributing directly to communications execution. This is a hands-on role that blends account coordination, content creation, digital support, and creative work. You will work closely with the CEO and gain exposure to all aspects of agency life.

This role is ideal for someone with **1-3 years of experience** who is ready to take on more responsibility and grow into a full account management position.

Key Responsibilities

Account & Client Support

- Support day-to-day management of client accounts under senior direction
- Coordinate timelines, deliverables, and approvals
- Participate in client meetings and follow-ups
- Prepare client updates, briefs, and reporting materials



Communications & PR

- Draft and edit press releases, web copy, social media content, and briefing notes
- Assist with media monitoring, tracking, and reporting
- Support campaign planning and execution

Digital & Web

- Update and maintain websites using **Wix, Squarespace, and WordPress**
- Ensure content is accurate, up-to-date, and on-brand

Social Media

- Manage and schedule social media content across platforms
- Assist with content calendars and performance tracking
- Engage with audiences under guidance

Design & Creative

- Create visual assets using **Canva** and **Adobe Illustrator**
- Support brand and campaign visuals
- Prepare presentation decks and client-ready materials

Photography & Video

- Capture and edit basic photography and short-form video content
- Support event coverage and social media visuals

Tools & Administration

- Work within **Microsoft 365** (Outlook, Word, PowerPoint, Excel, Teams)
- Support internal organization, project tracking, and file management



Qualifications & Experience

- Degree or diploma in **Communications, Public Relations, Marketing, or a related field**
- **1-3 years of professional experience** in communications, PR, marketing, or a related role
- Strong written and verbal communication skills
- Comfortable juggling multiple projects in a fast-paced environment
- Interest in client service and relationship management

Required Skills

- Microsoft 365
- Website platforms (Wix, Squarespace, WordPress)
- Social media management
- Canva; Adobe Illustrator an asset
- Basic photography and video capture/editing

What We Offer

- **Salary:** \$55,000 – \$62,000 CAD, commensurate with experience
- Benefits package (health & dental or equivalent)
- Hybrid work model
- Professional development opportunities
- Mentorship and hands-on experience working directly with the founder
- Opportunities for growth as the agency expands

We look forward to receiving your resume & cover letter to emily@pinkbuoypr.com.