



**Nakatomi & Associates  
Employment Opportunities**

**Firm Background**

Nakatomi & Associates has produced award-winning consumer awareness and social marketing campaigns addressing timely and pressing social, health and environmental issues including chronic disease prevention and education, child abuse, domestic and community violence prevention, nutrition and physical activity. Since 1989, the firm has contributed to the growing field of communications promoting social change – including access to health care, quality and affordable housing, education, financial and environmental education and applying the tools of communications to promote equity, access and social and environmental justice.

One of the firm's specialized focus areas is outreach to the diverse Asian American, Pacific Islander and underserved populations through community outreach and education and issues and media advocacy programs. Our clients represent excellence in their fields -- of philanthropy, corporate social responsibility and organizations committed to improving lives and communities. For more information: [www.nakatomi.com](http://www.nakatomi.com)

**POSITION DESCRIPTIONS**

**ACCOUNT EXECUTIVE**

The Account Executive manages multiple client projects including regional and national public education, media, and communications campaigns. The successful candidate must possess strong client management, media relations, and excellent verbal and written communications skills. Knowledge and experience in issues management, strong community networks, including public policy and community engagement is a plus. Minimum requirements include a bachelor's degree in communications, journalism or related field, 5-7 years of relevant experience, and extensive knowledge of social media platforms. Bilingual Mandarin, Cantonese or Vietnamese preferred. Salary commensurate with experience.

**MEDIA RELATIONS INTERN**

The Media Relations Intern supports multiple account activities for this Santa Monica-based communications firm. This is an excellent opportunity for an individual interested in developing skills in strategic communications, media relations, and community relations. The internship begins immediately for a minimum of three months with the possibility of an extension. Must be available to work 10-15 hours a week. Successful candidate must possess excellent written and oral communication skills and the ability to implement multiple projects under tight deadlines. Bilingual college junior or senior majoring in communications, journalism, social sciences, or related field and fluent in Mandarin or Vietnamese are encouraged to apply. Stipend provided.

**Application Procedure:** Please submit resume and cover letter to:  
Joanna Wu at [joanna@nakatomi.com](mailto:joanna@nakatomi.com). *No calls please.*

Nakatomi & Associates is an Equal Opportunity Employer