# PR Coordinator

Celebrating our 10th year, Bluebeam Software is a growing technology company made up of people who like to push the limits, be different and do great things. Our award-winning software is used by leading architecture, engineering and construction firms to implement paperless workflows and redefine the way they work, consistently resulting in faster and clearer communication, improved collaboration and reduced costs.

Behind the scenes, the Bluebeam Team works collaboratively towards the common goal of helping our customers do what they do better. At Bluebeam hard work is recognized, new hires are encouraged to share their ideas and the environment is friendly, energetic and fun. Learn more about our culture in this video:
http://www.bluebeam.com/web07/us/company/bluebeam_recruitment.html?keepThis=true&TB_iframe=true&he ight=530&width=848

Bluebeam Software has an immediate need for a PR coordinator to join our tight-knit team. This new position is being created to help generate buzz about Bluebeam's software products through traditional and social media. The ideal candidate will have 2-3 years PR or communications experience and a solid foundation in PR writing. This position is based in our corporate headquarters in Pasadena, CA and reports to our Sr. Manager, Communications.

Here is what the PR Coordinator will do:

- Collaborate across Bluebeam departments to identify newsworthy events for press releases, customer use cases for cases studies and positive feedback for customer testimonials.
- Coordinate press release creation with Bluebeam's PR agencies. Edit press release drafts and submit for internal approval. Share press releases with the media and customers through wire services, email blasts and social media.
- Coordinate and participate in case study interviews with customers, draft case studies and submit for internal and customer approval.
- Update Bluebeam's RSS feed with published press releases, articles, case studies and other newsworthy items.
- Work with the Sr. Manager, Communications to create a blog calendar, draft blog posts and coordinate guest blog posts from other Bluebeam departments.
- Monitor and post content to Bluebeam's social media accounts, including Facebook and Twitter. Explore additional social media channels including Google+ .
- Research industry awards and recommend programs for which to submit. Compile award entries and submit for consideration.
- Research speaking opportunities at various industry events. Recommend speaking sessions and topics. Coordinate speaking panels comprised of Bluebeam employees and customers, assemble materials for speaking proposals and submit for consideration.
- Draft copy for advertorials, trade show publications, newsletter articles, videos and other PR deliverables.

- Coordinate with Bluebeam's PR agencies to schedule press demos and interviews with Bluebeam's Sr. Manager, Communications, Product Managers and Executives.
- Update Bluebeam's press kit and materials, as needed.

And, here are the requirements for this position:

- Must be extremely organized and detail oriented.
- Must be a self-starter who is ready, willing and able to own and prioritize multiple tasks.
- Must be a great writer, and able to speak to our customers using our unique, edgy style.
- Must be flexible and able to adapt to changes quickly.
- Must be comfortable interviewing customers and translating technical and industry-specific information into compelling PR pieces.
- Must be proficient with MS Office applications. Experience using PDF software for electronic markup and editing is a plus.
- Must be extremely comfortable learning new technology. After all, we are a software company.
- Must be a team player who demonstrates professionalism, emotional maturity and sound judgment.
- BA/BS degree.

Compensation is based on experience. Bluebeam offers full-time employees excellent benefits including medical and dental insurance, 401K, paid holidays, and PTO.

If you think you are a good match for the Bluebeam team, please send a resume, cover letter and writing samples to workcomm@bluebeam.com.