

**P3R**  
**Manager, Public Relations & Communications**

P3R is the engine behind Pittsburgh's greatest races. We strive to inspire any and all to move with us.

Best known for organizing the acclaimed annual DICK'S Sporting Goods Pittsburgh Marathon, P3R also organizes a variety of other high-quality races, training runs, and health and fitness programs throughout the Pittsburgh region.

The Public Relations and Communications Manager will report to the Senior Manager, Brand & Communications. This position is an integral role in the P3R team, helping us to continue to grow the P3R brand through storytelling and media relations.

**Duties and responsibilities include but are not limited to:**

- Collaborate with all P3R departments and project teams to understand communication objectives, make strategic recommendations, and develop and execute communications and media relations plans accordingly
- Manage daily proactive and reactive media relations activities, identifying key story angles, and working with editors and reporters to respond to incoming inquiries
- Coordinate interviews between media and P3R leadership team
- Develop content, including press releases, media advisories, features, blog posts, and social media posts
- Track media results and manage reporting
- Plan and manage special events, including (but not limited to) press conferences and photo opportunities
- Manage organization's LinkedIn account
- Identify and share stories of interest that align with event, mission, audiences, and campaign goals
- Manage relationships with outside vendors such as photographers and public relations agencies
- Ensure that all communication is cohesive with the P3R brand image
- Serve as an informed team member to help build relationships with participants, vendors, partners, colleagues, etc.
- Attend all P3R events
- Other responsibilities as assigned

**Required qualifications:**

- Passionate, idealistic, integrity, positive attitude, mission-driven, self-directed
- Outstanding interpersonal skills with the ability to build relationships with both internal and external audiences and members of the media.
- Excellent organizational and time management skills; ability to prioritize workload effectively
- Strong written and verbal communication skills, including an understanding of AP style writing, as well as strong presentation
- Ability to multitask and work under pressure in a fast-paced environment
- Ability to work with a diverse workforce
- Ability to work independently and troubleshoot problems, make recommendations
- Collaborative and driven to share ideas and work in a team-oriented environment
- Passion for the mission of P3R
- Bachelor's Degree
- Valid Driver's License
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk use hands to finger, handle or feel, and reach with hands and arms. The employee may occasionally lift up to 30 pounds.

**To Apply:** Please send cover letter including salary requirements and resume to [HR@p3r.org](mailto:HR@p3r.org)