

**Job Description:** A boutique public relations and brand management firm seeks an Assistant to CEO/PR Coordinator to help with the company's day to day operations. This is a part time position with plenty of opportunity for rapid growth. Looking for self-starters with drive, lots of ambitions and the willingness to learn new things. Must be detail oriented and have some working knowledge of the fashion and entertainment industries. Most work will be performed primarily by telephone and Internet. However, the perfect candidate will also have availability to attend meetings and other special events as needed during the evenings and weekends. Hours are flexible and would probably total roughly 20 hours per week. This is the perfect opportunity for the right person to learn a great deal about entrepreneurship as well as the inner workings of the entertainment industry.

**Requirements:** Punctual; highly organized and completely detail oriented (good with check lists); Ability to multi-task; Computer proficient-Excel, Power Point (Graphic Design skills are a plus), Word; High energy and positive attitude; Must own a cell phone (preferably a blackberry or iPhone) and have a home computer and/or laptop; Tech savvy-understanding of Facebook, Twitter and other social networking sites; Polite and professional on phone and in dealing with outside people/projects, Pro-active, Great with deadlines; Critical thinker and problem solver; Must have **EXCELLENT** writing skills, must know how to communicate effectively via email and letters; very experienced with Internet research and navigation. Needs to have a strong interest in the entertainment, fashion, music, non profit and literary arts industries.

**Duties will include, but are not limited to the following:**

1. Filter email, respond to general inquiries.
2. Regularly check and respond to voice mail messages
3. Assist with coordinating appointments and meetings
4. Assist in organizing events and follow-up with current and prospective clients by email and phone.
5. Assist at photo shoots, fashion shows and other client events as needed
6. Submitting info and researching sponsorship opportunities
7. Assembling and distributing press kits
8. Responsible for researching, developing, writing and distributing press releases
9. Pitching the media regularly for client and company projects
10. Working with Communication Manager to update all of the social media sites, contributing to the company blog and developing the company newsletter.
11. Other light administrative and pr duties as needed, including running errands.

**Salary:** Currently this is an unpaid position; however a small stipend will be provided. There is also the opportunity to make money from commissions as applicable.

**Apply:** Send cover letter, resume and contact information to [jameka@jswmediagroup.com](mailto:jameka@jswmediagroup.com).