



EXECUTIVE MEDIA ASSISTANT (1 YEAR CONTRACT)

GJP Media Services LLC has an immediate opportunity for a New York City-based Executive Media Assistant. It's an exciting opportunity for a candidate eager to dive head first into the world of multi-media across all platforms. We need a highly driven Executive Media Assistant who is excited about working with a millennial media start-up and the growth opportunities it can provide. The right candidate is someone who excels in a fast paced environment. The Executive Media Assistant will work directly with the CEO and assist in various aspects of *GJP Media Services LLC's* operations.

Responsibilities include:

- Maintaining calendars
- Escorting clients to media interviews
- Updating social media accounts
- Booking interviews
- Scheduling meetings
- Communicating with clients, media outlets, and other *GJP Media Services* team members and contractors
- Compiling media lists
- Clipping and filing client media coverage
- Accompanying CEO to media interviews
- Writing scripts and/or blogs
- Scheduling and assisting with video shoots
- Assisting on red carpets
- Booking company travel
- Logging video
- Organizing events
- Creating press kits
- Occasional international and domestic travel
- Creating monthly client reports
- Other duties as needed

Qualifications: Some college level education in radio & television, journalism, public relations or marketing. A proven ability to meet strict deadlines. Candidate must be highly organized with a keen ability to anticipate CEO's daily needs related to the company's operations. Demonstrated interest in media, news, and entertainment. Knowledge of television production. Understanding of social media (Facebook, Twitter, Instagram and Wordpress). Strong writing, word processing, and web skills. Opportunity will best suit a self-starter who thinks quickly on their feet and works well independently. A professional phone manner and email etiquette are essential. Must be MacBook proficient and easily accessible via phone, text, or email. Basic video editing capabilities would be a strong asset. Successful candidate must also have a valid U.S. passport.

This is a 1-year contract position. Hours are flexible with some ability to work remotely. Competitive compensation commensurate with experience.

To apply please send resume, cover letter, salary history, and references to: gisellehelps@me.com

Phone calls and social media inquires related to position are not welcome.

ABOUT GJP Media Services LLC

GJP Media Services LLC is a boutique millennial firm creating video content and publicity for women and minorities in business or brands seeking to reach them. It provides clients with a fresh brand of publicity services, media coaching, and news-style video production. Past and current clients include national nonprofit organizations, NFL athletes, and women-owned businesses with gross earnings exceeding \$1-million-dollars per year. *GJP Media Services LLC* has served clients in New York, New Jersey, Dallas, Chicago, Toronto, and Europe. View our work at gisellehelps.com

