



JUNIOR PUBLICIST (1 YEAR CONTRACT)

GJP Media Services LLC has an immediate opportunity for a New York City-based Junior Publicist. It's a thrilling opportunity for a candidate who is a savvy storyteller and is looking to take their public relations skills to the next level with direct account management at an untraditional, boutique firm. We need a candidate who thinks like a journalist. The right candidate will have existing relationships with reporters, producers, editors, writers, and assignment desks across all platforms of television, print, radio, and digital. We're looking for a candidate who is skilled at identifying viable media stories in a client's business offerings. The Junior Publicist will work directly with the CEO and clients to cultivate stories for mainstream media use. We are not a press release-focused firm. We're looking for someone with an entrepreneurial spirit who aspires for growth within an organization. The successful candidate will enjoy the flexibility the position offers and will seize the opportunity to make it their own. The Junior Publicist reports directly to the CEO.

Duties include: Communicating with clients, identifying client stories, pitching client stories to media contacts, securing media coverage for clients, tracking client media coverage, clipping and filing client media coverage, interviewing story subjects by phone or on camera, coaching clients and story subjects on key messages, prepping clients and story subjects for interviews, providing clients with interview feedback, scheduling client video shoots, assisting with client video shoots, creating client press kits, creating monthly client reports, escorting clients to media interviews, communicating with other *GJP Media Services* team members and contractors, writing press releases, scripts and/or blogs, occasional international and domestic travel, and other duties as needed.

Qualifications: A bachelor's degree in radio & television, journalism, public relations, or marketing. At least one year experience working in news or public relations. A proven ability to meet strict deadlines. Candidate must be highly organized. A demonstrated interest in telling women and/or minority-focused stories. Ability to manage multiple tasks and projects simultaneously. Working knowledge of the news gathering process and how editorial decisions are made. Understanding of television production is also an asset. Excellent writing and word processing skills required. Position best suits a highly driven candidate who takes direction well, but can work independently and efficiently. A professional phone manner and email etiquette are essential. Must be easily accessible via phone, text, or email. Candidate must also have a valid U.S. passport.

This is a 1-year W9 contract position. Hours are flexible with some ability to work remotely.

To apply please send resume, cover letter, and references to: gisellephelps@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 gisellephelps.com