

Strategic Communications Assistant, New York

POSITION: Strategic Communications Assistant

LOCATION: New York, NY

JOB TYPE: Full Time / Temp

The Lede Company is a dynamic, fast-growing, New York & Los Angeles based Talent, Communications/PR, and Corporate Consulting firm. The firm specializes in communications strategies across a broad spectrum of industries.

We are looking for a Strategic Communications Assistant to join our SCD team in New York. We are seeking enthusiastic candidates who can work in a fast-paced environment, are driven, and have strong communication and writing skills.

ROLES & RESPONSIBILITIES

- Administrative duties including managing a high volume of calls/emails
- Coordinating meetings and schedules on behalf of two executives as well as expense reports, travel, etc.
- Field informational calls and take detailed notes during regularly scheduled client calls and new business calls
- Track media coverage for several clients and service digital breaks daily
- Assist with writing and editing internal and external materials including pitches, press releases and proposals
- Conduct research to support client planning and strategy
- Process client requests in a timely manner
- Update and maintain department media lists on ongoing basis

QUALIFICATIONS

- Bachelor's Degree, preferably in PR or Communications
- Strong proficiency in Microsoft Office, including Outlook, Excel, Word, and PowerPoint
- Highly organized

- Exceptional interpersonal, networking, organizational, verbal, and written communications skills
- Proactive and able to handle multiple projects simultaneously in a high-pressure, fast-paced environment
- Meticulous attention to detail
- Self-starters with the ability to multi-task
- Reliable: meets deadlines, prioritizes well, and has a high sense of urgency
- Strong writing and proofreading skills
- Professional, confident and mature demeanor
- Able to anticipate needs
- Strong interest of the entertainment industry preferred