



Job Listing: Communications Assistant

Department/Group: VICE MEDIA

VICE started in 1994 as a newsprint monthly in Montreal and is now a global youth media company that includes print, events, music, online, television, and feature film divisions that operates in over 30 countries. VICE is the industry leader in original video for the web. With dozens of original series franchises across all content categories, VICE publishes about 60 minutes of new video content every day. For further information and additional background, please visit www.vice.com.

OVERVIEW

This position will work in the VICE Communications Team to assist senior staff on communications campaigns focused on technology, arts, music and film. In addition, will be responsible for the following:

Roles and Responsibilities:

- Support senior staff in implementing effective media campaigns for VICE all groups.
- Draft and prepare communications materials, including press releases, media pitches, announcements, etc.
- Research and prepare targeted media lists and manage media database
- Organize editorial calendar system, including identifying appropriate opportunities and managing deadlines. Assist with various award and directory submissions
- Oversee PR intern program
- Draft and posting media-related material and accolades to the firm's website and intranet.
- Track press coverage and compiling news clips and reports
- Provide additional supervision as needed to the existing communications team.

Experience and Qualifications:

- Bachelor of Arts degree is required, preferably in Marketing, Communications or Journalism.
- Excellent written and verbal communication skills
- Organized in delivering timely media reports for clients
- Strong interpersonal skills and ability to multi-task in a fast paced environment
- Knowledge of the VICE brand and its properties is essential.
- Experience with Macintosh computer programs including keynote

HOW TO APPLY

Send a detailed cover letter and resume by email to vicecareers@vice.com. Reference "Communications Assistant" in the subject line or by mail to:

Human Resources Department
Attention: Communications Assistant
99 North 10th Street, Brooklyn, New York 11211

Please indicate in your cover letter where you learned of this job posting. No phone calls please. EOE