



COMMUNICATION ASSISTANT

The Company

The Image Social Media & Influencers, sister company of YPR, is focused on earned and owned media. We specialized in growth marketing on social media by using artificial intelligence to scale organically the number of followers and increase the engagement for each platform. We also use our expertise in data and analytics to constantly adapt our approach. Our offices are located in Toronto and Montreal.

Job Summary

The communication assistant will be assisting the publicist in his daily work.

Employment Type: Full-time

Seniority level: Entry level

Industry: Public Relations, Communications

Why work for us

- Work full-time from home anywhere in Canada doing PR for some of the biggest Canadian brands.
- Have a flexible schedule.
- Possibility of working remote from home most of the time.
- Possibility of attending PR events with clients if interested.

Responsibilities and Duties

- Keep up with relationships with the different medias.
- Create and update media lists.
- Draft pitches, stories and other written press materials for the different medias.
- Pitch stories and clients in writing and verbally to media outlets.
- Compile research in the PR and social media department.
- Help to craft presentations, pitch sales and decks (including proof-reading).



Qualifications and Skills

- Extremely strong organizational, time-management and project management skills.
- Need to be fully bilingual (French & English).
- Superior writing and language skills in both languages.
- Ability to prioritize workload to hit key deadlines.
- Ability to effectively manage multiple projects simultaneously, to trouble-shoot and proactively seek and recommend solutions and opportunities.
- Outgoing and good sales skills.
- Self-motivated and driven.
- Interest in social media and social networks.

If interested, please send your resume and cover letter in French or English to cleo@yprcanada.com

We appreciate your interest, and advise that only those selected for an interview will be contacted. We are an equal opportunity employer and are committed to providing employment accommodation. If contacted for an employment opportunity or testing, please advise us if you require accommodation.