



Position: Junior Consultant

This role is a research and contact development position.

Position Details

This role is contract, variable hours part-time, and remote.

Role will be approximately 20 hours/ week - successful candidate will track and submit hours bi-weekly.

There may be opportunity for more hours depending on specific projects that we may have rolling out throughout the year.

Availability:

Successful applicant will be able to meet and discuss projects with the team between the hours of 9-5pm EST.

This role will require 2-3 virtual meetings per week to assign tasks and review progress on outreach. The successful candidate will be responsible for updating progress inside shared spreadsheets and updating the team on connections made in real time

McEwen Media Consulting is one of the fastest growing talent agencies around! Combining the talents of two award-winning lifestyle producers, clients are hitting incredible media goals on a regular basis. We guide experts from pitch, to presentation, to leveraging opportunities with great results. We operate on the belief that anyone given the proper support and armed with strong storytelling from our Team can become a media darling; this positive attitude is attracting exciting opportunities for our clients and consultants.

Our ideal Candidate is someone who...

Is drawn to what is possible in life and can approach obstacles and setbacks with creativity, curiosity and humor.

We dream big for ourselves and our clients.

Strong communication skills are also key. Physically we work independently (with home bases in Toronto and Fredericton), so clear communication, self-directed work and regular updates are vital.

Our clients and colleagues need to see the efforts we're putting in to make their dreams come true. TV is our primary focus, so a love of all things television is key. It's also vital to be on top of the latest news, trends and lifestyle programs.

Overview of Role:

Must be a self starter that's able to take simple directions and run with them. This role is integral to the company building and maintaining profitable relationships for our clients and brand partners. The role is primarily non-client facing, but will involve contacting cold leads and determining the right person to contact and then connect with our team.

Familiarity with Canadian broadcasting and Canadian Media Outlets is an asset.

Role and Responsibility:

Tasks will be varied but will include tasks like:

- Responding to DMs from Social Media Platforms.
- Phoning various businesses to create brand partnerships.
- Emailing current contacts to ensure up to date information.
- Ensuring media tracking is complete (updating client appearance links inside an internal document).
- Mail merging from sheets to Gmail for mass outreach.
- Expanding our current contact list and network.

Platforms you must be knowledgeable about:

Required- Google Suite (Gmail, sheets, word)

Asset- ClickUp

Desired Skills:

Journalism/ PR background

Excellent written and spoken communication

Independent worker

Outgoing + willing to contact new people via email and cold calling

How to apply:

Please email info@[mcewenmedia.ca](mailto:info@mcewenmedia.ca) and include the following:

1. Format your email and subject line as though you're pitching yourself (because you are!)
2. Attach your resume + cover letter
3. Let us know your background in media (production, PR or both). What skills or training do you have that might apply?
4. Why are you interested in this position? Please share what excites you about this opportunity, what appeals to you, and why you're applying.