

TITLE: Brand Partnerships Assistant

LOCATION: Remote; US-based

DESCRIPTION

We are looking for an enthusiastic Brand Partnerships Assistant (entry level) to join our small-but-mighty, all female team! You will collaborate directly with our brand partnerships team to build and execute campaigns along with long-term and short-term partnerships within the food and lifestyle space. Your insightful contribution will help develop, maintain, and expand our brand partnerships. Interest and knowledge of the food (and lifestyle) influencer marketing space is a must.

We are also looking for a team member who is excited about the opportunity for growth and for making this position their own.

ABOUT COOKIT

Based in Los Angeles, with team members in Denver and New York, CookIt Media specializes in brand strategy, influencer marketing and content creation. We work with both brands and influencers, bringing our expertise as editors, marketers, content creators and social media pros to the work of building brands, shaping partnerships and creating content.

We like to think of ourselves as outliers in the industry, taking a holistic view of the business of influencer marketing. Every day, we strive to elevate both the brand and the influencer, confident that truly aligned partnerships will succeed where others fall flat. As a team, we share a goal to rethink the existing agency model, providing support, strategy and expertise along the way.

HOURS PER WEEK: 15 hours to start, with the potential for a full-time role for the right candidate; available for daily team calls at 9am PT M-F.

RESPONSIBILITIES

- Support Director of Partnerships and Assistant Director of Partnerships, helping to manage brand-influencer partnerships and campaigns
- Assist with building out and maintaining our expanded network of food and lifestyle influencers on our newly acquired influencer marketing tool
- Assist with seeding the appropriate influencers for brand campaigns
- Assist with contract creation for brand partnerships and brand campaigns
- File stats in Google Sheets / Drive for campaigns
 - Follow up with bloggers for their stats
- Manage and track draft, approval, and go live dates
- Provide post partnership metrics to brands/agencies
- Provide additional metrics for pitches
- Outreach to influencers for updated stats for roster and media kits (quarterly)

REQUIREMENTS

- At least 1 year of experience working in a fast-paced environment at an agency or startup

- Client-facing experience is highly preferred
- Thorough understanding of the influencer marketing space, from the brand and influencer perspectives
- Strong interest in the influencer landscape, especially food and lifestyle
- Proficiency in Google Suite, Google Analytics, HubSpot and influencer platform a plus
- Excellent writing skills
- Exceptional communication/organizational skills and attention to detail
- Digitally savvy, down to hustle and be a part of a fast-paced company, problem solver

Interested? Send your cover letter and resume to contact@cookit-media.com.