



JOB DESCRIPTION

Press Assistant

JOB TITLE	Press Assistant
SALARY	Min wage/London Living Wage
HOURS	Up to 25 hours a week
LEVEL	Entry level
DURATION	6 months
START DATE	ASAP

Colèchi is a fashion co-learning and research agency, and we are building a team to grow our exciting projects around reimagining the future of fashion via our journal, research, events and exhibitions. Colèchi are looking for creative, motivated and talented young individuals to join our team through the new Kickstart scheme. Chosen candidates will work within a small team, be self-motivated and interested in growing our fashion agency. You will work closely with the directors and other team members. The role will be predominantly remote, however you may be required to come into the office or attend events.

This is an entry level role, you will be trained on the job.

The Role

Colèchi is looking for a press assistant to take care of our press and internal and external communications. To promote Colèchi's projects and events we speak to partners, editors, influencers and brands to get as much coverage as possible. The press assistant will handle new and existing client relationships, internal and external comms, social media, write content such as press releases and digital content, helping with campaigns.

This is perfect if you

- Enjoy writing
- Love connecting with and talking to people
- Are an ideas person
- Can work in a fast paced roles
- Can reply to emails
- Are great with social media
- Interested in fashion and it's role in the environment and culture
- Aspire to work with press and the media

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JOB DESCRIPTION

Personal requirements

- Interest in fashion, art, design and/or culture
- Interested in sustainability and the environment
- Loves learning
- Great verbal and written skills

Important Requirements - Kickstart Scheme

- Be between 16 – 24
- Must currently be on universal credit

How to apply

Please complete this form <https://forms.gle/83LVNPrDHgxvC6jcA>, don't forget to upload your CV if you are having issues email us at info@Colèchi.com.