



**Gotham Ghostwriters**

1 Union Square West

New York, NY 10003

212-505-3131

[info@GothamGhostwriters.com](mailto:info@GothamGhostwriters.com)

## **Junior Associate** *Job Description*

**SUMMARY:** Gotham Ghostwriters, New York's only full-service writing firm, is seeking a highly organized self-starter who has a way with words to join our growing team.

We are an advanced, new model start-up in an ideal market position. We operate in a high-demand field with little competition and an unbeatable asset -- a network of more than 1000 book ghostwriters, speechwriters, white paper whizzes, and assorted content specialists. We have also built a great reputation for delivering high-quality content and service to a diverse range of thought leadership clients (Fortune 100 brands, TED talkers, global advocates, etc.)

You are a creative type a few years out of college with an entrepreneurial knack, a keen interest in the craft and business of content creation, and an abundance of initiative.

**RESPONSIBILITIES:** The junior associate will assist the president and other Gotham staff in managing the firm's daily operations, supporting and servicing clients, and promoting our brand.

Among other things, the junior associate will be responsible for:

- Serving as a first point of contact for new business inquiries and requests for information about the firm
- Recruiting new writers for our network and educating them about our processes
- Performing research for our staff and writers
- Representing the firm at industry events
- Contributing to the firm's social media platforms and blog
- Handling the firm's billing and bookkeeping
- Maintaining our databases

Over time, the junior associate will also be encouraged to contribute more directly to the firm's growth by identifying new business opportunities and cultivating new sources of referrals.



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**QUALIFICATIONS:** Strong writing, organizational, and people skills are the top prerequisites for this position. In addition, the ideal candidate will have:

- 2 to 3 years experience working in a related field (publishing, literary agency, PR) and participating in business pitches
- Creative ideas for expanding the firm's brand awareness and reach
- Some experience writing/maintaining a blog and managing databases
- Familiarity with the Quickbooks accounting program or a basic knowledge of accounting/bookkeeping

**COMPENSATION:** Salary commensurate with junior positions in the publishing industry, as well as commissions for bringing in new business and bonuses tied to company performance. Health insurance provided.

**APPLICATIONS:** If you are interested in being considered for this position, please email your resume and at least three representative writing samples to: [dan@gothamghostwriters.com](mailto:dan@gothamghostwriters.com)