



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

PART-TIME SALES REPRESENTATIVE, WISCONSIN JEWISH CHRONICLE

Department: Marketing

Reports to: Marketing Director

FLSA Status: Non-exempt

Work Status: Part time

About the organization

In print, social, and the Web, the Wisconsin Jewish Chronicle fosters a sense of community within the Jewish population of Wisconsin, encouraging a diverse, spirited and balanced range of opinions, ideas and perspectives. The Chronicle is a free publication that operates semi-independently from its publisher, the Milwaukee Jewish Federation. Current circulation is about 8,600 households across the state.

Summary/Objective

The part-time sales representative is responsible for generating revenue for the publication through print and digital ad sales with a primary focus on acquisition of new advertisers. This is a remote position.

Essential Functions

- Identify and contact potential advertisers
- Develop and present pitches to sell print and digital advertising solutions
- Set follow-up appointments to keep customers aware of latest developments
- Coordinate work as needed with full-time sales representative
- Work in close contact with the newspaper's graphic designer to ensure accuracy and placement of ads
- Upload ads to the Chronicle website
- Work with Business Services department on billing
- Track activity in customer relationship management system

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and efforts associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e. changes in personnel, workload, or technological developments).

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Experience

- Three years or more successful results in a sales role
- Excellent organizational skills to manage multiple sales opportunities and clients
- Strong prospecting skills using networking, digital search and social media
- Print and online media sales experience preferred but not required

Required Skills/Abilities

- Passionate about Jewish life in Wisconsin and helping advertisers grow their business
- Self-motivated and driven, with an entrepreneurial spirit
- Skilled at sourcing and engaging new client relationships
- Skilled in communicating value propositions, ideas, and concepts to current and prospective advertisers
- Motivated to earn and receive high earnings in a very rewarding commission system.
- Knowledge of the Jewish community, customs, values, and traditions
- Ability to work during typical business hours
- Exceptional interpersonal skills
- Superior written and oral communications skills
- Integrity and professionalism
- Proficiency in Office 365 (Outlook, Word, Excel, PowerPoint, SharePoint, Teams)
- Valid driver's license, reliable transportation, acceptable driving record
- Experience with web content management systems preferred

Supervisory Responsibility

This position has no supervisory responsibility.

Work Environment

The sales representative will work remotely (not in the Chronicle office) but will be required to call on businesses in Milwaukee, Ozaukee, Washington, and Waukesha Counties.

Hours/Benefits

- Part-time position that is ineligible for benefits.
- Cannot exceed an average of 30 hours per week.
- Flexible hours within the typical business day.

Physical Demands

The employee is occasionally required to stand and walk; will sit and use hands to finger for computer usage most of the day, may climb stairs; may stoop, kneel, crouch for filing; must talk on telephone. The employee must rarely lift and/or move up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus especially for computer usage.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities, and activities may change at any time with or without notice.