



Advertising Sales Consultant

Wisconsin Woodlands magazine

Wisconsin Woodlands magazine is a natural resource-based magazine focused on sustainable forestry practices and various aspects of caring for private woodlands. Seeking a part-time consultant familiar with Wisconsin's forestry community, outdoor and woodland owner interests. Looking for an organized, self-starting, motivated person with an interest in natural resources and great customer service skills to maintain our ongoing advertisers and recruit new advertisers for our quarterly magazine.

Responsibilities include:

- prepare promotional plans, sales literature, media kits and sales contracts, using computer
- provide clients with estimates of the cost of advertising products or services
- recommend appropriate sizes and formats for advertising
- assist advertiser in creating new ad, if needed
- draw up contracts for advertising work and collect payments due
- explain to customers how specific types of advertising will help promote their products or services in the most effective way possible
- locate and contact potential clients to offer advertising services
- maintain assigned account bases while developing new accounts
- deliver advertising or illustration proofs to customers for approval
- proof advertising within each quarterly magazine's proof by editor's deadline
- process all correspondence and paperwork related to each advertising account

Experience/Qualifications:

- good communications and people skills
- provide excellent customer service to advertisers
- ability to work in a positive manner one-on-one and with a committee
- ability to document discussions and contract provisions with advertisers
- organized
- ability to meet pre-publication deadlines
- track and schedule advertising as contracted
- mathematical ability to include accurately adding, subtracting, multiplying and dividing for negotiating and collecting payments on contracts and remitting payments
- good grammar skills - ability to create a media packet and letters to potential clients
- ability to proofread and correct advertisements prior to publication, as necessary

Advertising Sales Consultant is a flexible, part-time contract position that allows you to work from home. Strongly prefer someone based in Wisconsin.

Commission is based on experience.

Position is open until filled.

Send by email or mail a cover letter stating why you are interested in the position and relevant job skills along with a resume.

wwoa@uwsp.edu or WWOA, PO Box 285, Stevens Point, WI 54481