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| Diocesan Coat of Arms.JPG | **Diocese of Salt Lake City**  **Job Description** |

**Job Title:** Ad Sales Representative  **Date Revised:** 03/05/2018

**Department:** Intermountain Catholic Newspaper **FLSA Status:** Exempt

**Supervisor:** Marie Mischel

**Work Days:** Monday - Friday **Hours/Day:** 4

**Summary:**

The Advertising Sales Representative manages the office and activity of advertising resources for the Intermountain Catholic Newspaper, the official newspaper of the Diocese of Salt Lake City, serving as a member of the Diocesan Pastoral Center Staff and responsive to expectations as delineated by the policy manual, the Bishop or Vicar General.

**Responsibilities:**

* Manages advertising concerns of the newspaper from sales to placement in the paper.
* Assists in billing and scheduling of advertising in.

**Required Education and Skills:**

* Understanding of Catholic Church ethics, traditions procedures and organizational structures.
* Commitment to the mission of the Catholic Church and the policies of the Diocese.
* Excellent written, organizational and interpersonal skills, including oral communication skills.
* Confidential dealing with sensitive issues.
* Necessary computer skills and knowledge of standard office software programs.
* Occasional evening meetings and willingness to travel within the Diocese.
* Ability to resolve problems and analyze reports.
* A practicing Catholic who shows commitment to a parish and willingness to abide by the *Code of Conduct* (Appendix A. Code of Ethical Standards *Pastoral Directives* ).