



Advertising Specialist Job Posting

Do you like to build relationships? Are you someone who likes to sell? Would you like to work for a small organization making a difference?

Check out the Advertising Specialist position below:

Valley Regional Transit is looking for someone who will sell various forms of advertising such as at bus stops. This position will maintain an inventory of all advertising assets and will foster and maintain relationships.

The ideal candidate will possess a minimum of a high school diploma or equivalent and 5 years of successful sales experience. This person will possess strong organizational skills and will be able to effectively communicate. We are looking for someone who is able to create and maintain strong relationships with our clients.

Salary: Begins at \$16.98 per hour with consideration given for experience.

Benefits: Health, Dental, and Vision Insurance. Holiday pay, sick and vacation leave. Disability and PERSI retirement plan.

To apply for this position, please send your resume and cover sheet to jobs@calyx-weaver.com

Valley Regional Transit (VRT) is the regional public transportation authority for Ada and Canyon counties in southwest Idaho. Its main responsibilities are to coordinate transit services in the two-county area and develop and implement a regional public transportation system.

VRT owns the public bus system that provides service in Boise/Garden City, and contracts with a private firm to manage its operations. In addition, VRT contracts for transit services in Nampa/Caldwell and between Ada and Canyon Counties.

Want more information? Read on:

RESPONSIBILITIES:

- Secures and manages accounts and relationships with potential and existing advertising and sponsorship clients.
- Maintains an inventory of all available advertising assets and sponsorship opportunities for sale.
- Facilitates follow up and cold calling of prospective advertisers/sponsors and creates advertising plans and bids.
- Ensures timely completion of deadlines associated with advertising and sponsorships.

- Maintains awareness of other available advertising options that exist in the service area to position the product in a way that demonstrates its superior value.
- Tracks and reports on advertising and sponsorship sales performance
- Maintains working knowledge of best practices in advertising sales
- Writes copy and ensures layout meets customers' expectations
- Recommends appropriate sizes and formats for advertising
- Gathers relevant materials for bid processes and coordinates bidding and contract approval
- Prepares and delivers sales presentations
- Processes paperwork related to accounts
- Maintains a professional and courteous demeanor at all times.
- Provides timely, respectful and thorough customer service to internal and external customers.

ESSENTIAL FUNCTIONS:

The Americans with Disabilities Act (ADA) considers "essential functions" as one of the following: 1) the reason the position exists; 2) there are limited number of other employees available to perform the function; 3) highly specialized duties, and the person is hired for this special expertise.

- Often requires driving a vehicle and navigating into various facilities or building
- Frequently involves sitting, using hands to handle or feel, reaching with hands and arms, talking and hearing.
- Must be able to sit in front of a computer for long periods of time.
- Involves light physical activity performing non-strenuous daily activities of primarily administrative nature.

Position is open until filled.

Valley Regional Transit is an equal opportunity employer.