

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.



Job Title:	Sales Coordinator	Job Category:	Radio/Broadcasting/Media
Department/Group:	Sales	Location:	Tampa, FL
Level/Salary Range:	Commensurate with experience	Position Type: Work Schedule	Full Time – non exempt
HR Contact:	Tammy Bancroft	Reports To:	General Sales Manager
Benefits:	Medical, dental, vision, life, 401k, accrued vacation and sick time	External posting URL: Internal posting URL:	www.salemmedia.com www.salemtampa.com

SALEM COMMUNICATIONS IS AN EQUAL OPPORTUNITY EMPLOYER

Please go to www.salemmedia.com/careers to fill out an application and submit a resume

Job Description

Position Overview: Salem Media Group is a leading broadcaster of Christian programming and informative talk. We're looking for a team player who is punctual, self-motivated, detail-oriented, organized, and comfortable speaking with and assisting faith-based ministry partners and commercial businesses.

Role and Responsibilities

- Provide a wide range of duties to the sales team in their selling efforts.
- Be the key driver between sales, traffic, production, and promotions to assure the fulfillment of all contract components
- Develop creative sales pieces and advertising proposals that match client objectives
- Work with new and current clients to build/maintain relationships and work on converting prospects/existing clients into our various account structures
- Create contracts and provide revenue reports to sales team
- Our account executives are among the best in our industry. As a result, the selling environment is extremely fast-paced. Sales Coordinators must be able to quickly understand each client's campaign objectives and what their account executives need to achieve with each client and provide the appropriate support accurately and in a timely manner. This exceptional level of support allows account executives to devote the majority of their time in front of clients maximizing revenue opportunities

Qualifications and Education Requirements

- Bachelor's degree or comparable experience
- 2 years experience in the radio industry is preferred.
- Bi-lingual in English/Spanish is not required but is a plus.

Required Skills

- Proficient in Microsoft Office (Word/Excel/PowerPoint). Ability to use or learn Wide Orbit software
- Ability to communicate effectively and professionally in representing the radio stations to clients and at station events
- Works well with others and can assist with presentations as needed
- Must be able to multi-task & meet tight deadlines
- Exceptional organizational skills required
- Ability to understand advertising campaigns

Application Process: Apply online at www.salemmedia.com