



EDIBLE PORTLAND

Scope of Work

Commissioned Ad Sales Representative

Background

Edible Portland, a project of Ecotrust, is a quarterly food magazine and website covering Oregon and SW Washington. Through our publication, website, and events, we connect consumers with family farmers, growers, chefs, and food artisans of all kinds.

At the heart of our work is a commitment to sustaining the unique local flavors, economic viability and environmental health of the Northwest agricultural community. As individuals and professionals, we live, breathe and literally eat these values.

Position Summary

Edible Portland is seeking an experienced and motivated advertising sales representative with a passion for local foods and culinary and agricultural topics. The essence of this job is the ability to attract a substantial advertiser base and build revenue through advertising sales. Solid relationships within the community at large, original thinking, grace under pressure, flexibility and a sense of humor are essential.

Job Description

We are seeking entrepreneurial individuals who are self-motivated, self-directed, and ambitious professionals.

As Sales Associate, you are an independent contractor in a regionally protected market. This position is commission-only. There are no revenue caps on your ability to earn higher income.

We use state-of-the-art digital production technologies and distribute each of our publications locally using local resources. To ensure your success we provide:

- Sales techniques and strategies
- Marketing and research collateral
- Circulation development
- Creative services
- Locally produced editorial
- Billing and collections
- Production and layout
- Pre-press and printing services

Qualifications

Must be a resident of the Portland metropolitan area with solid working knowledge of the local food community and proven sales experience. Experience in an entrepreneurial, fast-moving industry required. Undergraduate degree in Business or Liberal Arts is a plus.

- At least three years of experience in a fast-paced position, preferably with bottom-line responsibility
- Superior interpersonal and communications skills
- Strong organizational skills
- Ability to meet deadlines
- Ability to work independently with minimal supervision
- Knowledge of the design and advertising world a plus

Additional Requirements:

A personal computer, cell phone, and home office. Working knowledge of PCs or Macintosh, Microsoft Office & Adobe Acrobat products; hardware requirements: Pentium III, Windows 2000 or later version, or a Macintosh. Broadband to your home office is a decided advantage.

Compensation

Commission scale:

- 20% paid on new advertising sold and collected on for 4 quarterly issues.

Send resume and cover letter to Ericka Carlson at ecarlson@ecotrust.org. Applications will not be considered without both resume and cover letter. Please no phone calls.