

ALASKA PUBLIC MEDIA
3877 University Drive
Anchorage, Alaska 99508
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Title: Sponsorship Sales Assistant
Reports to: Director of Sponsorship
FSLA Status: Non-exempt
Version: 1.0

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Summary Statement:

The Sales Assistant reports to the Director of Sponsorship and is part of the Development team, led by the Chief Development and Marketing Officer. Responsibilities include but are not limited to creation of sales presentations in PowerPoint, inputting orders, checking contracts for accuracy, maintaining digital files for sales orders, scheduling of development on-air messages, organizing make goods and assisting in Digital Sales operations. Will have frequent communication with Media Buyers, clients and their assistants as well as interaction with other internal departments such as Finance, Programming, Traffic and Creative Services.

Alaska Public Media is the source of NPR radio, PBS television for South Central Alaska and stewards of the statewide news on multiple platforms.

Essential Functions:

The Sales Assistant will:

1. Assist with the creation of sales presentations and materials using PowerPoint
2. Input orders and verify accuracy of client contracts in Wide Orbit Traffic
3. Communicate with agencies regarding order confirmation, program changes and makegoods
4. Assist with digital sales placements
5. Act as a liaison between the Production department and Sales Team in obtaining materials for Underwriting and Nonprofit TV messages

Duties and Responsibilities:

In addition to the above functions, the Sales Assistant will:

1. Assist Finance personnel resolving billing discrepancies
2. Assist Sales Team with accounts receivable issues
3. Maintain client database in Wide Orbit Traffic
4. Schedule development on-air messages
5. Other duties as assigned

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Required Qualifications:

1. Proficient with Microsoft Word, Excel and PowerPoint
2. Ability to work independently and across organizational departments with a strong attention to detail
3. Strong writing and communication skills
4. Highly organized and motivated

Desired Qualifications:

1. Experience with Wide Orbit Traffic and/ or Protrack broadcast traffic systems are preferred, but not required
2. Knowledge of and passion for public media a plus

Competencies:

3. Act in accordance with AKPM policies
4. Support AKPM compliance efforts with FCC, CPB, NPR and PBS rules and regulations
5. Communicate effectively
6. Apply critical thinking and problem solving skills
7. Maintain positive relationships with both internal and external customers.
8. Demonstrate consistent outstanding customer service
9. Proficient at computer use to include office software products, custom software packages, internet and e-mail
10. Consistently demonstrate ethical behavior
11. Must exercise good judgement for the prompt completion of responsibilities

Employee Expectations:

Must be able to work in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is regularly required to stand, walk and sit; use hands to handle or feet; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 40 pounds.

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Work Environment:

The work environment characteristics described here are typical of a television/radio broadcast office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer.

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