



# THE EASTERN DOOR

KANIEN KEHA:KA NA KON:KE RONTEHNHOHANONHNHA  
KAHNAWAKE MOHAWK TERRITORY

## JOB OPPORTUNITY

**POSITION:** Advertising Consultant

### POSITION SUMMARY:

- Sells newspaper and website advertising to businesses, organizations, and individuals for the purpose of generating revenue for The Eastern Door.
- Maintains existing and generates new clientele.
- Provides assistance to clientele for advertisement creation.
- Ensures contracts payments are made.
- Performs administrative tasks associated with the position, such as completing accurate weekly sales logs and client contracts.
- Participates in and assists with other company and community events as requested.

**SALARY:** Weekly base salary + sales commissions.

**DURATION:** Indeterminate, with 12-month probation period.

**SCHEDULE:** Flexible. Part-time or full-time hours available. Create your own schedule!

**LOCATION:** Flexible. Work in office or remote (must be located near Kahnawake).

### REQUIREMENTS:

- Contemporary knowledge of media marketing and sales.
- Excellent communication and interpersonal skills (verbal, written).
- Proficiency with Microsoft Office 365 (Outlook, Word, Excel, Teams) and Mac.
- Self-motivated with the ability to work independently.
- Positive attitude with a focus on client satisfaction.
- Bilingualism (English/French) is an asset.
- Previous sales experience is an asset.

**DEADLINE:** Open until position is filled.

**HOW TO APPLY:** Send your resume and letter of interest to Onawa K. Jacobs, Director of Operations, at [onawa@easterndoor.com](mailto:onawa@easterndoor.com).

**THE EASTERN DOOR  
JOB DESCRIPTION**

<b>Job Title:</b>	Advertising Consultant
<b>Reports to:</b>	Editor/Publisher

**ABOUT THE EASTERN DOOR:** The Eastern Door is a reputable newspaper dedicated to providing accurate and insightful news coverage to the community of Kahnawake. Our mission is to foster community engagement, promote cultural preservation, and share stories that matter. In addition, we have a non-profit organization, Sharing Our Stories/Ionkwaká:raton, which operates under The Eastern Door, aiming to empower individuals through storytelling and cultural preservation.

**ROLE OVERVIEW:** The Advertising Consultant is a dynamic, creative, and energetic part of The Eastern Door’s team. They have an essential role in revenue generation and client relations. The Advertising Consultant is responsible for all aspects of selling advertisement in the newspaper and online, including meeting with clientele, assisting with advertisement creation, keeping accurate sales records, and continuing generating new and fresh advertising ideas. They work with an optimistic attitude and help foster a positive work environment.

**ROLES & RESPONSIBILITIES:**

**To sell newspaper and website advertising to businesses, organizations, and individuals for the purpose of generating revenue for The Eastern Door.**

- Proactively utilizes several methods of seeking new clientele, including cold calls, visiting businesses/organizations, emails, contacting past advertisers, looking at other local media sources, etc.
- Confidently introduces and makes presentations to clientele regarding the newspaper and website, ad rates, Kahnawake’s socioeconomic status and buying habits, and the benefits of advertising in the newspaper and online.
- Negotiates sales through contracts and fulfills the terms by providing services agreed upon.
- Ensures contract payments are made and proactively follows up with clientele as required.
- Maintains close contact with existing clientele to ensure needs are satisfactorily met.
- Responds to clientele with a professional and efficient manner.
- Stays up-to-date with media advertising and marketing, in order to generate fresh campaign ideas to attract clientele.

- Maintains accurate contracts and weekly sales logs.

**To assist clients in planning effective advertising campaigns.**

- Provides assistance to clientele and works with the Graphic Designer for effective advertisement creation.
- Ensures deadlines are communicated to clients and are met.

**To provide general assistant to The Eastern Door team.**

- Participates in and assists with other company and community events as requested.
- Obtains sponsors and/or prizes for special events, such as the annual spring cleanup.
- Performs other duties as requested.

**QUALIFICATIONS:**

- Contemporary knowledge of media marketing and sales.
- Excellent communication and interpersonal skills (verbal, written).
- Proficiency with Microsoft Office 365 (Outlook, Word, Excel, Teams) and Mac.
- Self-motivated with the ability to work independently.
- Positive attitude with a focus on client satisfaction.
- Creative thinker.
- Bilingualism (English/French) is an asset.
- Previous sales experience is an asset.

**WORKING CONDITIONS:**

- Hybrid working model: This position offers a combination of remote work and office-based work. The Advertising Consultant will have the flexibility to work from home for a portion of their workweek, with regular in-person meetings and collaboration at the office.
- Compensation: Weekly base salary + sales commissions.
- Working Hours: Part-time or full-time hours available, up to 37 hours per week.
- Position: Indeterminate, with 12-month probation period.