



Diocese of Laredo – Announcement

Announcement Date: July 2, 2019

Opportunity: Freelance Advertisement Sales Representative		Status: Commission Based
Credibility/Experience: Must have at least 2 years of experience in advertising, sales, or marketing. Must be bilingual- Spanish and English languages. Must have excellent verbal communication and organizational skills. Must be able to meet the self-discipline and time management required of a freelance opportunity.		
Start Date: Immediate	Location: Remote	
Position Status: Independent, Freelance, On-Commission		

Opportunity Summary:

The freelance advertisement sales representative is responsible for selling advertisements within the diocesan publication, *La Fe*. The freelance writer receives a percentage of the profit made from each sale.

Project Goals:

1. Seek advertising clients that meet the goals, vision, mission and audience of La Fe and the Catholic Diocese of Laredo.
2. Establish a connection with the potential or current client (s)
3. Organize meetings with client (s)
4. Effectively explain advertisement rates and size options to the client (s)
5. Delegates delivery of the sales contract to the client (s)
6. Communicate payment processes to client
7. Directs client (s) to the Editor for the creation or collection of content for the advertisement design
8. Meet sales deadlines and goals as described by the Editor

Additional Skills, Certifications or Licenses Required:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

For Information, please contact:
 Office of Human Resources – Diocese of Laredo
 1901 Corpus Christi St. Laredo, Texas 78043 (956) 764-7867

Forward resume to: mmedellin@dioceseoflaredo.org