



We are hiring!

Position #1:

Job title: Administrator - Events Calendar

Pay: Hourly - limited hours available

Reports to: Calie Herbst

Job description: Perform monthly update of one or more Events Calendars on MiltownMoms.com with kid-friendly, drop-in events. The purpose of the calendars is to provide local parents with a comprehensive, accurate, and up-to-date resource for finding things to do with their kids. Maintain a record in Excel of monthly updates. This position is work-from-home (or your favorite cafe).

Qualifications: Passion for supporting local, kid-friendly businesses; Attention to detail; Accuracy in grammar and punctuation; Ability to use Google Calendar and Excel.

To Apply:

Please submit your resume and/or completed job application (download at miltownmoms.com), **and** answers to the following questions to miltownmoms@gmail.com.

1. Why do you think you would be a great addition to the MiltownMoms.com team?

2. What do you feel is your biggest strength?
3. What is a weakness you've learned about yourself and how do you counteract it?
4. What are your interests and passions?

Position #2:

Job title: Advertising Sales Representative

Pay: Commission-based

Reports to: Calie Herbst

Job description: We are looking for a sales representative to develop new partnership opportunities with local businesses, and create long-term, mutually beneficial relationships with them. This position is work-from-home (or your favorite cafe).

Responsibilities:

- Seek out new clients for banner ad space and popular local guides on miltownmoms.com.
- Serve as the lead point of contact for new clients.
- Find the partnership opportunities that best fit the individual needs of the client.
- Build and maintain strong, long-lasting, mutually beneficial client relationships.
- Assist clients through email, phone, and in-person meetings.

Preferred qualifications:

- Account management, digital sales, or other relevant experience
- Excellent listening, verbal, and written communications skills
- Self-motivated

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