

Company: Home Team Marketing

Position: Sales Assistant

Status: Full time employee

Relevant Work Experience: Entry Level

Education: Bachelor's Degree

Locations: Dallas, Texas

Job Category: Sports Advertising & Sponsorship Sales

Career level: Entry Level

**Brief Summary:**

Opportunity to join the leading high school sports marketing company in America. Responsible for assisting in the selling of multifaceted sponsorships into high school athletic events. Maintain client relationships and manage account activities.

**Essential Duties & Responsibilities**

- Assist in developing and managing sponsorship programs surrounding specific high school athletic events
- Daily management of sponsorship campaigns
- Maintain daily communication with clients, prospects
- Facilitate communication and activities between HTM, clients, and high school properties
- Maintain thorough working knowledge of the high school sports marketplace
- Know, understand and adhere to all HTM Company policies and procedures

**Required Knowledge, Skills, and Abilities**

- Computer literacy with proficiency in Microsoft Word, Excel, & Powerpoint
- Working knowledge or proficiency in Acrobat, Illustrator and In-Design a plus
- Excellent time-management, organizational, and self motivational skills
- Excellent composition skills; oral and written
- Ability to service multiple clients and various assignments
- Ability to work well with a team and independently

**Educational Requirements:**

- Bachelors Degree
- marketing, or advertising experience
- Extensive knowledge and passion of high school sports a plus

Please submit resume and cover letter to:

Jobs@hometeammarketing.com