

**NOW
HIRING**

Part Time Apprenticeship Service and Sales Coordinator



Sports Sponsorship Service/Sales Apprenticeship – Full Time.

The Sports Service/Sales Apprenticeship will work with sales representatives implementing all elements of contracts, coordinating on-site events, managing, and creating recap reports. This includes but not limited to:

- Obtaining graphics from sponsors for signage production
- Tracking and managing the production of signage, delivery, and installation
- Working game day on-site implementing promotions and activations
- Keeping websites up to date, some knowledge of Wix.com platform required
- Keeping social media pages up to date
- Track all sponsor contracts to ensure they are executed and documented.
- Create recap reports for each sponsor with data and pictures.
- Other assigned tasks as needed.

The Sports Service/Sales Apprenticeship will also be afforded the opportunity to sell our properties that include:

- Central Regional School District
- Toms River Regional School District
- Brick School District
- Township of Toms River
- The Shore Conference of High Schools
- NJIT Athletics
- Lafayette College Athletics
- CECC esports.

Candidate must have the following:

- **Must be extremely organized and detailed.**
- Proficient in Microsoft Office suite, very proficient in PowerPoint, Word, and Excel
- Excellent written and verbal communication skills
- Ability to create pages on LinkedIn and Twitter/X, plus post on social media.
- Ability and knowledge of Wix.com platform.
- Able to work in PowerPoint to create outstanding decks for sales team.
- Ability to juggle multiple projects at one time.

Fox Run Group, LLC – P.O. 105 - Allentown, New Jersey 08501



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- Some understanding of advertising and sponsorship sales
- Work with represented universities New Jersey Institute of Technology, Lafayette College, districts including Township of Toms River, Shore Conference of High School, school districts of Toms River, Brick, Central Regional, and sponsors.
- Able to meet deadlines.
- Position is **NOT remote** and located in Toms River, NJ. Position may require occasional nights or weekends.
- Background check required.
- **Must have a car and be able to visit event sites.**
- Salary and commission.

Candidates must understand the service part of this position is priority and sales second.

Our company will commit to training, educate, and develop the skills of an individual who is coachable, willing to learn and be able to accept feedback.

Resumes to: Angelo@FoxRunGroup.com or 609-259-1910.

About our firms

Fox Run Group and Shore District Advertising are sponsorship and advertising sales representation firms representing university athletics, alumni associations, club sports and student affairs in addition to live events and esports. Current clients include NJIT, Lafayette College, CECC esports, and the Properties of ShoreDistrictAdvertising.com.

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