# Z:\Logo\SPI-Logo-color.jpgAssociation Job Listings 08/24/2021

### **Multimedia Sales Consultant – Multiple Openings (Everett, Federal Way, Port Angeles, Kitsap County, and San Juan**

### **Islands, WA) \*Edited**

### Be a part of the largest community news organization in Washington! Are you ready for an exciting career with a leader in multi-media advertising Sound Publishing, Inc. is looking for self-motivated, results-driven individuals interested in a sales career to generate advertising sales with new and existing businesses? This includes print, special sections, a wide suite of digital offerings, and any other product or services available within our family of media products.

### Do you have a proven track record of success in sales and enjoy managing accounts?

### Are you competitive and thrive in an energetic environment?

### Are you interested in a fast-paced, creative atmosphere where you can use your sales expertise to provide consultative print and digital solutions to companies seeking to fill their employment opportunities?

### We’re looking for candidates with:

### \*Strong sales, customer service, and phone solicitation skills.

### \*Computer-proficiency in database and spreadsheet software programs.

### \*Excellent phone communication skills (written and verbal.)

### \*Ability to multi-task and work well under pressure and deadlines in a fast-paced environment.

### \*Self-motivator, who is proactive and possesses good problem-solving skills.

### As part of our sales team, you are expected to maintain and grow existing client relationships, as well as develop new client relationships.  The successful candidate will also be goal-oriented, have organizational skills that enable you to manage multiple deadlines, provide great consultative sales and excellent customer service. We offer a competitive base wage with commissions, and a benefits package that includes health insurance, life insurance, a 401k retirement plan with company match, paid vacations, sick leave, and paid holidays. If you have these skills and enjoy playing a proactive part in impacting local businesses’ financial success with solutions, please email your resume and cover letter to [careers@soundpublishing.com](mailto:careers@soundpublishing.com).  **Be sure to include which city location you are interested in the subject line: the options are Everett, Federal Way, Enumclaw, or Friday Harbor, Washington State.**

### Sound Publishing, Inc. is an Equal Opportunity Employer (EOE) and strongly supports diversity in the workplace. Visit our website [www.soundpublishing.com](http://www.soundpublishing.com/) to find out more about us!

**Lead Newspaper Press Operator (Everett, WA)**

Washington’s Largest Newspaper Publisher, Sound Publishing, is seeking candidates for a Lead Press Operator at our Regional Printing Facility in Everett. This is a full-time position. The Lead Press Operator assists with managing printing press operations during the shift to optimize workflow, meet out-the-door deadlines, maintain quality, facilitate the direction of personnel, perform training, identify equipment issues and perform hands-on equipment operation. Interacts with Prepress, Post-Press, and Transportation personnel to help facilitate out-the-door delivery deadlines and report issues that occurred during the shift. Experience is required. Successful candidates will be skilled in planning, monitoring the quality of the product, equipment operations, communication, personnel, and problem-solving skills. Must have the ability to lead employees and coordinate production flow.

Must be able to communicate verbally and in writing. Working knowledge of all Press operations required.

Specific responsibilities include:

* Based on production schedule make press ready get to good copy and minimizing waste through the use of best practices, monitor quality, and make necessary adjustments throughout the run.
* Make on-the-spot repairs as needed, participate in scheduled repair and maintenance tasks.
* Complete all shift forms and reports.
* Must have full knowledge and responsibilities of General Worker position.
* Must have full knowledge and responsibilities of Roll Tender position.
* Must know all aspects of printing.

We offer a competitive hourly wage and benefits package including health insurance paid time off (vacation, sick, and holidays), and 401K (currently with an employer match).

Email us your cover letter and resume to your Indeed application.

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# General Assignment Reporter (Port Angeles, WA)

### Reporter sought for Port Angeles staff opening with the Peninsula Daily News, a six-day a.m. newspaper on Washington’s beautiful North Olympic Peninsula, which includes the cities of Port Angeles, Sequim, Port Townsend and Forks.

### Bring your experience from a weekly or small daily - - from the first day, you’ll be able to show off the writing and photography skills you’ve already acquired while sharpening your talent with the help of veteran newsroom leaders.  This is a general assignment reporter position.  Schedule will be Sunday through Thursday, 8:00 am to 5:00 pm.

### Compensation includes medical, vision, life insurance, 401(k) and paid vacation. The PDN, more than a century old, is a community-minded, family-focused local newspaper and Web enterprise that is the main news provider for the North Olympic Peninsula. Check us out at [www.peninsuladailynews.com](http://www.peninsuladailynews.com/).

### The Peninsula Daily News is part of Washington state's largest newspaper group, Sound Publishing Inc.  If you meet the above qualifications, email your resume and cover letter addressing how you fit our requirements, to [careers@soundpublishing.com](https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=hreast@soundpublishing.com). No phone calls, please.

### Sound Publishing, [www.soundpublishing.com](http://soundpubinc.wpengine.com/), is an Equal Opportunity Employer and strongly supports diversity in the workplace.

### **Classified Advertising Sales Representative (Port Angeles, WA)**

Are you ready for an exciting career with a leader in multi-media advertising? Sound Publishing is looking for Inside Sales Consultants in our Port Angeles, WA office to generate advertising sales on new and existing businesses. This includes display and classified advertising, legals, special section, preprints, print-and-deliver, internet, and any other product or services available within our family of media products. We’re looking for candidates with:

* Strong sales, customer service, and phone solicitation skills.
* Attention to detail and accuracy.
* Computer proficiency in database and spreadsheet software programs.
* Excellent phone communication skills (written and verbal).
* Ability to multi-task and work well under pressure and deadlines in a fast-paced environment.
* Self-motivation, who is proactive and possesses good problem-solving skills.

This is a full-time position working Monday through Friday, 8:00 am to 5:00 pm. We offer a competitive base wage with commissions, and a benefits package that includes health insurance, life insurance, a 401k retirement plan with company match, paid vacation, sick leave, and paid holidays. Email your resume today to [careeers@soundpublishing.com](mailto:careeers@soundpublishing.com) for immediate consideration. **Be sure to include: "Class Ad Rep" in the subject line.**

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### **General Reporter (Aberdeen, WA)**

The Daily World in Aberdeen, Washington, is looking for a general assignment reporter. We're looking for someone who can write clear stories about complex matters, and who will find and tell stories about real people, businesses and life on the Washington coast. We value enterprise and reporters who dig.

This job requires someone who:  
• Has an educational background that prepares him/her for journalism;  
• Is able to juggle daily and in-depth assignments without extensive oversight.  
• Is able to plan and meet department productivity expectations.  
• This position requires the use of a personal vehicle, a valid driver's license, and proof of current insurance.

This is a full-time position that includes excellent benefits: medical, dental, life insurance, 401k, paid vacation, sick, and holidays. EOE. No calls, please. To apply, please e-mail to [careers@soundpublishing.com](mailto:careers@soundpublishing.com) and be sure to include **GR Aberdeen**in the **subject line**; (1) a resume including at least three professional references; (2) three or more non-returnable relevant work samples in PDF or Text format (and/or a link to them); and (3) a cover letter addressing the specific job requirements we’ve outlined. Please also include your salary requirements.

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**Creative Artist (Port Angeles, WA)**

The Peninsula Daily News, in Port Angeles, WA, is seeking a full-time Creative Artist. Duties include ad building; designing promotional materials; internal/external customer service. Requires strong communication skills and an ability to work in a fast-paced, deadline-oriented environment. Experience with Adobe Creative Suite, InDesign, Photoshop, Illustrator and Acrobat strongly preferred, as is media experience. You will work independently as well as part of a team. We offer a great work environment, health benefits, 401k with company match, and paid days off. Please e-mail your resume, cover letter, and samples of your work to: **careers@soundpublishing.com and put in the subject line "PA Creative"**.

Affordable Port Angeles, gateway to Olympic National Park and Victoria, British Columbia, gets half the rainfall of Seattle, yet is close enough to enjoy Seattle as well as our rain forests, great fishing, and other outdoor activities and pleasant lifestyle. The Peninsula Daily News is the leading news source on Washington's North Olympic Peninsula and part of Sound Publishing, the largest community newsgroup in Washington state. (EOE) Learn more about us at www.soundpublishng.com.

# Copy Editor/Page Designer (Port Angeles, WA)

The Peninsula Daily News, a division of Sound Publishing Inc., is seeking a **Digital News Editor** to take our digital reporting and social media efforts to the next level with the goal of growing our digital audience on Washington State's beautiful Olympic Peninsula. The ideal candidate is knowledgeable and passionate about social media, with professional experience on platforms such as Facebook, Twitter, and Instagram, preferably for a media website. You need journalism experience, excellent writing skills, and strong news judgment. If you're the right candidate, you know how to optimize a Web headline for SEO and social engagement, and you know how to use analytics to influence your decisions. You'll be part of our newsroom team, collaborating with reporters and editors to maximize the reach of our content. You'll also collaborate with other departments on company initiatives to promote The Peninsula Daily News and its various products and grow our overall audience.

**Responsibilities:**

• Lead day-to-day efforts on The Peninsula Daily News' growing portfolio of social channels.

• Help our writers and editors package stories for social channels, and audiences.

• Set best practices and tone of voice for The Daily News' social channels.

• Monitor trending topics and act on that information by communicating with staff writers or blogging and aggregating on your own.

• Track success through engagement rates, growth statistics, and other metrics.

• Participate in live coverage of news events using social tools including photography and video.

**Desired skills and experience:**

• 3-5 years of professional experience in journalism-related social media. Proven track record running social for media outlets or brands preferred. The ability to exercise sound judgment is an absolute must.

• Extensive knowledge of mainstream and emerging social channels.

• Ability to track your own success and justify decisions with numbers.

• Familiarity with Clallam and Jefferson Counties and the Olympic Peninsula.

• Experience with SEO/SEM, paid social advertising, or email marketing a plus.

• Experience using professional Web publishing tools, photo editing, and video editing a plus.

 This is a full-time position that includes excellent benefits: medical, dental, life insurance, 401k, paid vacation, sick, and holidays. EOE. No calls, please. Attach your resume with a cover letter, and three or more non-returnable clips in PDF to your Indeed submission.

If you are interested in joining our team, email us your cover letter and resume to: [careers@soundpublishing.com](mailto:careers@soundpublishing.com). Please be sure to note ATTN: **“Digital Editor PA”** in the subject line.

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# Circulation/Office Administrator (Whidbey, WA)

 The Whidbey News-Times is looking for a full-time circulation/administrative position requires strong customer service skills and includes greeting and assisting members of the public who call or stop in our Oak Harbor Office. The direct supervisor is the publisher.

**This hire will have the following responsibilities:**

• Manage office functions and ensure the office maintains a professional appearance at all times.

• Answer customer phones and emails and drop-ins, assisting customers as possible and forwarding advertising, editorial, and publisher calls to the appropriate co-worker.

• Manage/update/streamline phone tree as possible.

• Field obituary calls and produces proof copies and provides costs to customers. This requires solid spelling and grammar skills, and ideally some knowledge of AP Style. Accept credit card payment over the phone, check/cash in person, providing a receipt.

• Direct faxes to appropriate co-workers

• Assist advertising representatives with tasks as needed/as approved by the publisher.

• Pick up mail at the Oak Harbor Post Office on the way to work each morning, and deliver any outgoing mail in the afternoon.

• Typeset news briefs, flight schedules, calendar items, other news copy, as requested by the publisher.

• Address and resolve subscriber circulation concerns and questions

• Collect quarters/slugs from newsstands on North and South Whidbey every other week

• Receive paper carrier manifests from Everett plant and ensure carriers have theirs by Monday and Thursday mornings, either placed in their boxes at the Oak Harbor storage unit or retrieved at our office.

• Count slugs for drivers: Michael W. on Wednesday and Saturday, 31; Peter on Wednesday (63) and Saturday (75); and Justin P. on Wednesday (16) and Saturday (28).

• Get returns numbers from the carrier. Complete form and send to [*circulationreturns@soundpublishing.com*](mailto:circulationreturns@soundpublishing.com)

• Maintain office newspaper "morgue" updated with current papers, recycling copies after one year. 20 copies each of WNT/SWR/Crosswind, 10 copies Homes-Land.

• Maintain a folder/morgue of all special sections, 5-10 copies

• Coordinate and/or deliver special sections to designated locations/drops.

• Deliver missed newspapers to subscribers as needed.

• Print truck manifest from BP Circ around the 15th/20th each month, send to carriers. Homes Land Islander delivered last Wed before the last Friday of each month (Peter); and Crosswind, delivered by Peter and Michael W. by the last Friday of each month.

• At month's end calculate carrier pay in Newzware

• Manage carriers for Homes Land Islander and WNT/SWR to Coupeville.

• Bi-weekly deposit of advertising and circulation payments brought into the office. Send deposit worksheets to accounting.

• This employee should be comfortable working with spreadsheets and word documents and willing to train on other necessary computer programs.

• Communicate with office cleaner as needed.

• Maintain a list of office supplies that are needed each month.

• Balance petty cash each month. Maintain receipts and complete petty cash form monthly and send to accounting.

• Know and meet all publication deadlines, as necessary.

• Other duties as assigned by the publisher.

This is a full-time position that includes excellent benefits: medical, dental, life insurance, 401k, paid vacation, sick, and holidays. EOE. No calls, please. Attach your resume with a cover letter, and three or more non-returnable clips in PDF to your Indeed submission.

If you are interested in joining our team, email us your cover letter and resume to: [careers@soundpublishing.com](mailto:careers@soundpublishing.com). Please be sure to note ATTN: **“Circ/Admin Whidbey”** in the subject line.

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**General Newspaper Reporter (Aberdeen, WA)**

The Daily World in Aberdeen, Washington, is looking for a general assignment reporter. We're looking for someone who can write clear stories about complex matters, and who will find and tell stories about real people, businesses and life on the Washington coast. We value enterprise and reporters who dig.

This job requires someone who:  
• Has an educational background that prepares him/her for journalism;  
• Is able to juggle daily and in-depth assignments without extensive oversight.  
• Is able to plan and meet department productivity expectations.  
• This position requires the use of a personal vehicle, a valid driver's license, and proof of current insurance.

This is a full-time position that includes excellent benefits: medical, dental, life insurance, 401k, paid vacation, sick, and holidays. EOE. No calls, please. To apply, please e-mail to [careers@soundpublishing.com](mailto:careers@soundpublishing.com) and be sure to include **GR Aberdeen**in the **subject line**; (1) a resume including at least three professional references; (2) three or more non-returnable relevant work samples in PDF or Text format (and/or a link to them); and (3) a cover letter addressing the specific job requirements we’ve outlined. Please also include your salary requirements.

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**Experienced Sales Manager (Juneau, AK)**

**Sales Manager -** The Juneau Empire, Alaska’s award-winning capital daily, is looking for an experienced, Advertising Sales Director to provide leadership and oversight of all traditional products, publications, events, and community branding; as well as recruit, inspires, train and motivate an energetic and committed staff of sales and support personnel.

As Alaska’s capital, Juneau sits at the forefront of state government, and covering the Legislature is one of our primary watchdog missions as a newspaper.

**THIS POSITION REQUIRES:**

**SKILLS**

* A minimum of three years’ experience in sales management and managing a sales team is required.
* Has digital media and sales experience in identifying, qualifying and selling all digital, social, email, audio, and print advertising solutions to businesses in large territories.
* Able to manage multi-faceted projects simultaneously.
* Ability to maintain a positive attitude, a willingness to work hard, and help the sales team with a consultative approach and to succeed their monthly goals through ongoing training and mentorship.
* Ability to strategize various tactics to achieve goals to include media, branded content, people-based campaign, digital sponsorships, and other market proven strategies.
* Comprehensive knowledge of the newspaper’s circulation areas.
* Ability to communicate effectively and professionally with employees and advertisers verbally and in writing.
* Ability to understand and analyze data from various sources.
* Proficient computer skills to include knowledge of Word, Excel. Etc.
* Ability to direct, mentor, coach, train and motivate staff as well as establish and nurture a sales culture of achievement, growth, ethics, and quality.

**QUALIFICATIONS**

* Preferred BA degree or equivalent relevant work experience.
* Diverse advertising sales and management background.
* Competitive media and marketing analysis; sales training; strategic planning; organizational development; training facilitation; meeting facilitation.

**Work Schedule:**Typically, Monday through Friday, 8:00 am to 5:00 pm; however, hours and days will vary in order to accomplish the required tasks and may require coming in early, staying late, or working weekends on occasion. It is critical that the person in this position be both reliable and flexible.

**ABOUT US -**The Empire is a 5,000-circulation daily newspaper in a remote but close-knit community of 33,000 people nestled in the heart of the Tongass National Forest, temperate rainforest and the largest national forest in North America. In addition to covering the annual legislative session, the newspaper also covers Alaska’s billion-dollar oil and gas industry, multi-million-dollar fisheries, as well as community issues, ranging from homelessness and the heroin epidemic to mining and climate change.

**ABOUT JUNEAU -** To call Juneau an outdoor adventurer’s paradise would be an understatement. Juneau offers hundreds of trail miles through untouched wilderness leading to glaciers, waterfalls and mountain peaks. More than a million people visit Alaska’s capital every summer, many by cruise ship, just for a glimpse of what we call home. Local amenities include the University of Alaska Southeast, a nationally renowned micro-brewery, world-class ski resort, highly-acclaimed theater company and symphony orchestra, and a vibrant arts community.

**What we offer you:**

Benefits package including health insurance paid time off, and 401k with employer match.

**TO APPLY -** Email a cover letter, resume, and references to careers@soundpublishing.com and include “AK Sales Manager” in the subject line. No phone calls, please. Finalists will be contacted for a phone interview.

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**General Reporter (Federal Way, WA)**

Sound Publishing Inc. is seeking a general assignment reporter with a minimum of 1-2 years of writing experience and photography skills. This position is based out of our Federal Way office. The primary coverage will be general assignment stories. The schedule may require evening and/or weekend work.

As a reporter for Sound Publishing, you will be expected to:  
• be inquisitive and resourceful in the coverage of assigned beats;  
• produce 5 by-line stories per week;  
• write stories that are tight and to the point;  
• use a digital camera to take photographs of the stories you cover;  
• post on the publication’s website;  
• blog and use Twitter on the web;  
• layout pages, using InDesign;  
• shoot and edit videos for the web.

We are looking for a team player willing to get involved in the local community through the publication of the weekly newspaper and daily web journalism. He or she will have a commitment to community journalism and everything from short, brief-type stories about people and events to examining issues facing the community; be able to spot emerging issues and trends; write clean, balanced, and accurate stories that dig deeper than simple features; develop and institute readership initiatives.

Candidates must have excellent communication and organizational skills, and be able to work effectively in a deadline-driven environment. Must be proficient with AP style, layout, and design using Adobe InDesign; and use the publication’s website and online tools to gather information and reach the community. Must be organized and self-motivated, exceptional with the public, and have the ability to establish a rapport with the community.

We offer a competitive hourly wage and benefits package including health insurance, paid time off (vacation, sick, and holidays), and 401K (currently with an employer match.)

Email us your cover letter, resume, and include five examples of your best work showcasing your reporting skills and writing chops to [careers@soundpublishing.com](mailto:careers@soundpublishing.com). **Make sure to include RepFW in the subject line.**

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**General Reporter (Port Orchard, WA)**

The award-winning Kitsap News Group has an opening for a general assignment reporter to cover community news in South and Central Kitsap County, WA.

Applicants must be able to work in a team-oriented, deadline-driven environment, be self-motivated and resourceful, possess excellent writing skills, have knowledge of community news, and be able to write about a wide range of issues and cover multiple beats. The ideal candidate is comfortable covering government issues and writing hard news stories primarily for publication in the Port Orchard Independent and Central Kitsap Reporter, and online in the Kitsap Daily News. Weekly or daily newspaper experience is preferred, although time worked on student publications and internships will be considered.

This is a full-time position that includes excellent benefits: medical, dental, life insurance, 401K, paid vacation, sick, and holidays. EOE. No calls, please. EOE. No calls, please. To apply, please e-mail to [careers@soundpublishing.com](mailto:careers@soundpublishing.com)  and be sure to include **GenRep Kitsap** in the **subject line**; (1) a resume including at least three professional references; (2) three or more non-returnable relevant work samples in PDF or Text format  (and/or a link to them); and (3) a cover letter addressing the specific job requirements we’ve outlined. Please also include your salary requirements.

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