

## **Institutional Marketing Coordinator – Ave Maria Press**

Ave Maria Press has been serving the Catholic community for over 140 years as a ministry of the Indiana Province of the Congregation of Holy Cross. We are an award-winning, leading publisher of books in the areas of prayer and spirituality, pastoral ministry, and adolescent catechesis. We are looking for self-directed, independent applicants to fill the position of Institutional Marketing and Sales Coordinator.

This person will coordinate and develop activities within the institutional marketing product lines with particular focus on pastoral ministry products. This position works closely with the Institutional Marketing Director, Pastoral Ministry and Adolescent Catechesis editors, and Marketing and Inside Sales departments. In this role you will:

- Develop and implement marketing plans for pastoral ministry and religious education categories.
- Represent AMP at exhibits, conferences and conventions (regular travel required, including weekends)
- Develop key contacts within various diocesan offices, parish high schools and Catholic organizations
- Develop promotional materials for institutional categories including catalogs, flyers, online specials, etc.
- Field religious education and pastoral ministry correspondence daily

Position is located in South Bend, Indiana

### **Qualifications**

To be qualified for this position, you must have a Bachelor's degree or equivalent, and two (2) years of related experience is preferred. You must also be proficient in all MS Office applications, and Internet search and database programs. Must be able to take ownership of the position and must have knowledge and experience in current practices and issues in the Roman Catholic Church.

For immediate consideration, please submit your resume and salary requirements to: Ave Maria Press, P.O. Box 428, Notre Dame, IN 46556. Email [mpopiels@nd.edu](mailto:mpopiels@nd.edu) or fax to 574-239-2908. EOE