



## **ParentMap is hiring a Client Services Administrative Assistant**

(Work from home, part-time)

**ParentMap** is the Pacific Northwest's leading media company for parents and caregivers, providing highly relevant, well-researched and entertaining content to families through various integrated publishing channels, including our award-winning news magazine, website, annual lecture series and community events.

**ParentMap** is looking for a multi-talented **Client Services Administrative Assistant** to support our Advertising Sales department.

This role will focus on administrative tasks such as entering CRM data, producing client mailings, sales outreach, online research, client reporting and other administrative support as needed to support the advertising sales team.

**Reports to:** Advertising Client Services Manager

**FLSA status:** Not Exempt

**Job status:** Part-time, 30 hours per week

**Primary areas of responsibility:**

- Create client reports based on provided templates and data
- Assist with prospecting tasks as needed
- Work with the Client Services Manager to execute sales marketing outreach
- Assist with CRM management and data entry
- Send out sales mailings as requested
- Additional sales support tasks as needed



**Qualifications:**

- College degree preferred, or equivalent experience
- Demonstrated ability to navigate Google Business Suite programs (Google Drive, Sheets, etc.)
- Elevated spreadsheet and analytical capability
- Ability to succeed in a virtual office environment, along with the ability to attend live meetings and events in the Greater Seattle area
- Team player with ability to multitask, prioritize and work cross-functionally
- A high level of attention to detail
- Strong communication and organizational skills

**Salary and benefits:** \$35,000-\$45,000 per year, based on qualifications, skills, and experience. Employees receive a three-week vacation grant, with additional vacation time granted according to years of employment. Employees also receive 11 paid holidays over the calendar year and Washington state–mandated time off for sick leave and personal obligations. Additionally, ParentMap offers benefit plans, including health, vision, and dental.

**Job Location:** Work-from-home position, with required virtual, and some in-person, meetings on Mercer Island.

**To Apply:** Email a résumé and cover letter to [admin@parentmap.com](mailto:admin@parentmap.com) with *Client Services Admin Application* in the subject line.

*Candidates from all cultures and communities are strongly encouraged to apply.*