

Sales, Events & Administrative Coordinator

Join Yankee Publishing, Inc.

Yankee Publishing is seeking an organized, detail-oriented professional to support our events, sales, circulation, and office administration activities. This role is ideal for someone who enjoys variety in their workday, takes pride in providing excellent customer service, and thrives in a collaborative environment.

If you enjoy helping things run smoothly, working with a wide range of people, and contributing to successful events and publications, we'd love to hear from you.

About the Role

The Sales, Events & Administrative Coordinator provides administrative support to multiple areas of our business, including events, advertising sales, circulation, and general office operations. This is a hands-on, non-supervisory position that works closely with internal teams, vendors, sponsors, subscribers, and event participants.

What You'll Do

Administrative Support

- Support day-to-day office operations and administrative activities
- Manage incoming mail and deliveries
- Prepare mailings, certificates, packets, and other materials
- Order and maintain office and event supplies
- Assist staff and visitors with general office needs
- Maintain organized files, records, and inventories

Event Support

- Assist with planning and preparation for company events and programs
- Help track event deadlines, materials, and vendor information
- Prepare registration materials, signage, awards, and event supplies
- Provide on-site support during events, including setup, registration, and breakdown
- Assist with post-event follow-up and administrative tasks

Sales Support

- Assist with advertising and sponsorship administrative activities
- Help maintain customer, prospect, and sponsor records
- Support preparation of sales materials, sponsorship packages, and proposals
- Track deadlines and follow up on missing information
- Schedule appointments and assist with sales-related communications as needed

Circulation & Customer Service Support

- Process subscription orders and updates
- Maintain subscriber records and mailing lists
- Respond to subscriber inquiries and service requests
- Assist with print-order and publication support activities
- Provide friendly, professional service to customers and business partners

What We're Looking For

Qualifications

- Bachelor's degree or equivalent work experience preferred
- 2–4 years of experience in office administration, customer service, event support, sales support, publishing, marketing, or a related field preferred
- Strong organizational and time-management skills
- Excellent attention to detail and accuracy
- Effective written and verbal communication skills
- Proficiency with Microsoft Office applications and web-based systems
- Ability to manage multiple priorities in a fast-paced environment
- Positive, service-oriented attitude and willingness to pitch in where needed

Additional Requirements

- Ability to occasionally work early mornings, evenings, or weekends for events
- Ability to lift and move boxes, publications, supplies, and event materials when necessary

Why Join Yankee Publishing?

Proudly celebrating our 91st year of telling New England's stories, Yankee Publishing is an independent media company producing trusted print, digital, and television content through beloved and enduring brands such as *The Old Farmer's Almanac*, *Yankee*, *New Hampshire Magazine* and *New Hampshire Business Review*, just to name a few.

Yankee Publishing is 100% employee-owned, offering employees a meaningful stake in the company's success. We provide a generous benefits package, including health, dental, and vision insurance, a flexible spending account, paid holidays and vacation, a 401(k) plan with employer match, and an Employee Stock Ownership Plan (ESOP).

We foster a collaborative, welcoming, and inclusive workplace culture where individuals are recognized and valued for their contributions. Yankee Publishing believes in diverse representation and strongly encourages people of color, members of the LGBTQ+ community, veterans, individuals with disabilities, and those from other underrepresented groups to apply.

HOW TO APPLY

The Sales, Events, and Administrative Coordinator role is a hybrid position working in our Manchester, NH office 3 days per week.

Please **apply on our website**, supply your resume and cover letter to:

<https://ypi.com/employment/>