



The Press Democrat

PETALUMA
ARGUS-COURIER

The Sonoma Index-Tribune

sonoma
magazine

NORTH BAY
Business Journal

SONOMA COUNTY
GAZETTE



NORTH BAY

Sonoma / Lake / Mendocino



How To Place A Job Posting In Print & Online

Step 1. How to place a job posting.

Go to <https://adportal.pressdemocrat.com/adportal/classified/index.html>



If you already have an account, please log in and click on the “Create a new ad” button. Or you can click on “Recruitment/Help Wanted” and you will be prompted to set up an account near the end of the process.

Welcome Dennis
For quick access to your ads, review your dashboard below or create a new ad

Create a new ad

Step 2. Select your package.

Select Your Package
Now select the appropriate package.

[Back](#) [Continue](#)

Recruitment / Help Wanted Ad

Find qualified candidates by posting your position in all of our publications! Your job will appear in The Press Democrat on Friday-Saturday-Sunday followed by the next available weekly edition of the Sonoma Index-Tribune, Petaluma Argus-Courier, and North Bay Business Journal. Timely jobs can also be added to our monthly publication, the Sonoma County Gazette. That's total readership of more than 380,000 adults or 7-out-of-10 in Sonoma County! Jobs will also appear for 30 days on our local jobs board <https://jobs.pressdemocrat.com/>. One job title/position per ad. Advertising agencies and law firms outside of Sonoma County please call (707) 526-8553 or email recruitment@pressdemocrat.com.

Starting At **\$324**

[Back](#) [Continue](#)

Current Ad Selection
Your selections will be displayed in this information window

Category: Recruitment / Help Wanted
Classification: Recruitment
Package: Recruitment/Help Wanted Ad
[Start Over](#) [Go Home](#)

You will see the package description. Click the Continue button when ready.

Step 3. Select Your Ad Template.

Select Your Ad Template

Based on your previous selections, ad styles that are suited towards your needs are shown below. You will be able to customize each document with your images, logos, and wording in the next step.

[Back](#) [Continue](#)

2 Column

2 Column Ad

Customize your ad document by filling in the fields that correspond to the ad design. Be sure to check your spelling and provide a compelling offer or call to action in your ad. Customize your ad document by filling in the fields that correspond to the ad design. Be sure to check your spelling and provide a compelling offer or call to action in your ad.

[preview this template](#)

3 Column

3 Column Ad

Customize your ad document by filling in the fields that correspond to the ad design. Be sure to check your spelling and provide a compelling offer or call to action in your ad. Customize your ad document by filling in the fields that correspond to the ad design. Be sure to check your spelling and provide a compelling offer or call to action in your ad.

[preview this template](#)

4 Column

4 Column Ad

Customize your ad document by filling in the fields that correspond to the ad design. Be sure to check your spelling and provide a compelling offer or call to action in your ad. Customize your ad document by filling in the fields that correspond to the ad design. Be sure to check your spelling and provide a compelling offer or call to action in your ad.

[preview this template](#)

Recruitment

1 Column Ad

Customize your ad document by filling in the fields that correspond to the ad design. Be sure to check your spelling and provide a compelling offer or call to action in your ad. Customize your ad document by filling in the fields that correspond to the ad design. Be sure to check your spelling and provide a compelling offer or call to action in your ad.

[preview this template](#)

[Back](#) [Continue](#)

Current Ad Selection

Your selections will be displayed in this information window

Starting at: \$374.00

Publication: Press Democrat

Category: Recruitment / Help Wanted

Classification: Recruitment

Package: Recruitment/Help Wanted Ad

Start Over: [Go Home](#)

Then select the ad template that will best meet your needs based on the number of words/sentences you will want to appear in the advertisement. Notice in the upper right that the total cost will appear and change as you step through the process. Click the Continue button.

Step 3. Type Or Paste In Your Text.

Category ▶ Package ▶ Template ▶ **Customize** ▶ Schedule ▶ Purchase

Customize Your Print

Customize your ad document by filling in the fields that correspond to the ad design. Be sure to check your spelling and provide a compelling offer or call to action in your ad.

Shade
No Shade

Headline*

Account Executive, Outside Sales

One job title/position per ad. Advertising agencies and law firms outside of Sonoma County please call (707) 526-8553 or email recruitment@pressdemocrat.com.

Ad Text*

Sonoma Media Investments is seeking a customer service oriented professional to join our advertising team. We are looking for a self-motivated and skilled multi-tasker. Marketing experience is a plus, but not required. We offer a comprehensive training program to teach you everything you need to know to become a successful consultative salesperson with the top media company in Sonoma County.


Essential job functions include, but are not limited to the following:
Develop new business through effective research, prospecting, and consultative selling techniques. Formulate multimedia recommendations that connect solutions to advertiser's needs. Provide excellent customer service & follow through to sustain long-term relationships. Achieve targeted revenue projections by demonstrating the value of our multimedia advertising products and selling them to small/medium sized local businesses. Collaborate with our talented artists in designing creative campaigns/ads that produce positive results for our customers.

Qualifications

Top Logo

 SMI_Logo.pdf
Upload Image
Delete Image
Crop Image

Bottom Logo


Upload Image
Delete Image

Current Ad Selection

Your selections will be displayed in this information window

Starting at: \$765.50
Publication: Press Democrat
Category: Recruitment / Help Wanted
Classification: Recruitment
Package: Recruitment/Help Wanted Ad

You then type in a headline (typically the job title) and then put the description and other relevant information into the Ad Text box.

You can then upload your company logo or other image and whether you want it to appear at the top or bottom of the advertisement.

Click the Continue button.

Step 4. Schedule your ad.

Category ▶ Package ▶ Template ▶ Customize ▶ Schedule ▶ Purchase

Schedule your ad

Based on your selections, your print publications are listed below. To select your schedule, click on the available dates (light gray background). The YELLOW dates are the selected run dates. To deselect a date, click on the date again.

Back Show Ad Preview Continue

Press Democrat Schedule

Available Sunday, Friday & Saturday

Key:
Light Gray = Available
Dark Gray = Not Available
Yellow = Selected

Remove Publication

Notes
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=44799&clientkey=D30A1EFE8E30C42F3BB9>

Back Save Ad For Later Continue

Current Ad Selection

Your selections will be displayed in this information window

Total Ad Cost: \$765.50

Schedule Detail:
Apr 28, 2023
Apr 29, 2023
Apr 30, 2023

Publication: Press Democrat
Category: Recruitment / Help Wanted
Classification: Recruitment
Package: Recruitment/Help Wanted Ad

Start Over Go Home

The select the three dates you wish to have it appear in The Press Democrat. The advertisement will automatically appear in our weekly newspapers in the next available edition and will appear online on our jobs board within the next business day.

In the Notes box type in either the email address where you want job applicants to respond to or the url of the job posting online at your company jobs board.

Click the Continue button.

Step 5. Log in or complete your account details.

If you have not logged in yet you will be prompted to do so or create a new account.

Register
Before you can pay for your order, you must login or register.

Login to an existing account
If you already have an account, type your username and password below. If you forgot your username or password, click on the link and your information will be emailed to the address associated with your account.

* Required Fields

User Name* [Forgot Username](#)

Password* [Forgot Password](#)

Create a new account
Choose a Username and Password for your account below

* Required Fields

User Name*

Password*

Retype Password*

User Details
Please enter the personal details that will be associated with your account

Organization

First Name*

Last Name*

Address Line 1*

Address Line 2

City*

State*

Country*

Zip*

Primary Phone*

Use Format: 000-000-0000

Alternate Phone


Email*

Referral Code

How did you hear about us?

Please specify...

I would like to receive emails about future advertising opportunities.

I'm not a robot 

Thank You
Please accept our thanks for registering today. We hope you enjoy your experience.

Step 6. Complete the payment information.

Pay for Ad and Submit for Publication
This is your last step! You just need to enter your credit card billing information and verify your ad details to the right before you submit your ad for publication. Once you click the submit button, your credit card will be charged.

Payment Information
Please enter the credit card holder billing address as it appears on your statement.

First Name* Dennis
Last Name* Sheedy
Billing Address* 416 B Stroot State C.
City* Santa Rosa
State* CA
Zip* 95401
Country* US
Contact Number* 707.526.8619
Use Format: DDD-000-0000
Referral Code (if any)

Promotional Code
Enter your promo code below and press the "Apply Promotion" button to activate.
Promo Code

Payment
Check the box below to bill to the client account directly. No credit card information will be required if this box is checked.
 Bill to client account
Check the box below to prepay by cash or check. No credit card information will be required if this box is checked.
 Cash/Check

Enter your credit card information here. Your information will be carried over a secure connection.

Use Saved Card
Save Credit Card
Name for Credit Card
Credit Card Type
Card Number
Expiration Date*

I agree to the [Terms and conditions](#). All purchases are non-refundable.

Current Ad Selection
Your selections will be displayed in this information window

Total Ad Cost \$763.50
Schedule Detail:
Apr 28, 2025
Apr 29, 2025
Apr 30, 2025

Publication: Press Democrat
Category: Recruitment / Help Wanted
Classification: Recruitment
Package: Recruitment/Help Wanted Ad
Start Over: [Go To My Ads](#)

You will then be prompted to pay with credit card.

Click on Purchase Ad.

Step 7. Receive an email confirmation.

THANK YOU for your ad submission!
Your ad has been submitted for publication. Below is a confirmation of your ad placement. You will also receive an email confirmation.

[Send Email Confirmation](#)

ORDER DETAILS

Order Number: W0045376
Order Status: Submitted
Classification: Recruitment
Package: Recruitment/Help Wanted Ad
upcharge: \$200.00
Final Cost: \$765.50
Payment Type: Account Billed
User ID: W0010000

ACCOUNT INFORMATION

Dennis Shooley
416 B Street Suite C
Santa Rosa, CA 95401
707 526 8619
dennis.shooley@pressdemocrat.com
Sonoma Media

TRANSACTION REPORT

Date: April 20, 2023 5:00:33 PM PDT
Amount: \$765.50

SCHEDULED PUBLICATION DATES

April 28, 2023
Press Democrat
Notes:
https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=447998&clientkey=D30AEEFE8E30C42F38B99D6822A75254&utm_campaign=media-investments-account-executive-outside-sales&utm_medium=click&utm_source=the-press-democrat-recruitment&source=t
April 29, 2023
Press Democrat
Notes:
https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=447998&clientkey=D30AEEFE8E30C42F38B99D6822A75254&utm_campaign=media-investments-account-executive-outside-sales&utm_medium=click&utm_source=the-press-democrat-recruitment&source=t
April 30, 2023
Press Democrat
Notes:
https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=447998&clientkey=D30AEEFE8E30C42F38B99D6822A75254&utm_campaign=media-investments-account-executive-outside-sales&utm_medium=click&utm_source=the-press-democrat-recruitment&source=t

[Create a new ad](#) [Logout](#)

Sonoma Media
Investments LLC
Account Executive, Outside Sales

Sonoma Media Investments is seeking a customer service oriented professional to join our advertising team. We are looking for a self-motivated and skilled multi-tasker. Marketing experience is a plus, but not required. We offer a comprehensive training program to teach you everything you need to know to become a successful consultative salesperson with the top media company in Sonoma County.

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Qualifications
Excellent problem solving, communication and facilitation skills.
1+ years marketing, customer service or sales experience required.
Bachelor's degree or equivalent work experience education preferred.
Sonoma Media Investment values the contribution of our employees and offers a competitive compensation plan. We also offer an array of benefits, including medical, dental, vision, 401K and Paid Time Off.
Any job offer is conditional upon satisfactorily completing a pre-employment background investigation.

This position requires in-person meetings with clients in Sonoma County. Candidates should live in the area or be willing to relocate.
To be considered, please apply on our company career page. The base salary is \$55,000 per year, plus a monthly commission plan.
Sonoma Media Investments is an Equal Opportunity Employer

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You will then receive this to the email on your account.

You can log in later if you need to make changes.

Or you can email:

classifieds@pressdemocrat.com

To provide us with any updates.

Your job posting will appear at this website for 30 days:

<https://jobs.pressdemocrat.com/>