



WILLIAM H. SADLIER, INC

JOB DESCRIPTION

Position: National Bilingual Religion Consultant

Department: Sales

Reports To: Senior Director of Catechetical Consultant Services

Summary: The National Bilingual Religion Consultant provides appropriate, effective, collaborative, culturally sensitive and professional catechetical presentations, in-services, retreats and consultation to catholic schools, parishes, dioceses, conferences and organizations in English and Spanish as required by the sales team or by the executive team

Core Responsibilities:

- Offer religion product presentations and in-service opportunities for customers and potential customers (virtual and or on-site)
- Offer professional development keynotes and workshops as requested by sales team members or by the executive team
- Represent Sadlier at assigned conferences and meetings
- Represent Sadlier at assigned national and regional bilingual organizations
- Designs and executes sales training assets (e.g., PowerPoint presentations, sales materials, and training videos)
- Provide days of reflection or retreats for faculties, principals, DRE's and catechists
- Assist the sales team by responding to requests for presentations, answering questions, contributing to correlations and other documents required by sales to meet diocesan, parish or catholic school requirements
- Participate in conference calls as needed
- Routinely shares articles and research documents keeping the sales department informed of new trends and information
- Participates in creating competitive analysis for sales usage
- Participates in developing social media content for Sadlier's social media channels (e.g., prayer videos, downloads, etc.)
- Prepare and submit a quarterly report of all activities accomplished
- Offer advice, insights, and ideas for current and future religion products
- Know the competition and appropriately position products and services
- Maintain positive relationships with customers, potential customers, and other stakeholders
- A National Bilingual Religion Consultant will provide the following support to sales and marketing as requested by sales.
 - Assist in planning and provide webinars
 - Research and analyze the competition



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Education, Experience, Skills Required:

- Ideally holds a Master's degree in Religious Education, Religious Studies, Theology or similar field
- Knows evangelization and catechesis and their practice in Catholic schools and parishes
- Is familiar with pertinent Church documents
- Has a thorough knowledge of Sadlier bilingual and English religion products, print, digital and online; ability to demo digital products/resources
- Keeps abreast of current events and trends which impact catechesis and Sadlier's markets
- Knows the USCCB Catechism Committee's Conformity review process and its requirements
- Fluent in Spanish
- Has strong presentation skills
- Has ability to do both keynote and in-service presentations
- Has strong technology skills, including the ability to create PowerPoint presentations, independently lead webinars using online tools like Go-To-Webinar, Zoom, Microsoft Teams.
- Has solid interpersonal skills