

## Parish Relations and Sales Representative Équipe Novalis

**Hours:** 21 hours per week

**Compensation:** Fixed salary (non-commission-based)

**Bayard Canada**, a press, publishing, and digital group, is a leading publisher in three fields—youth, religious, and senior—reaching millions of readers every year. Bayard encourages children and adolescents to explore and discover the world around them, and helps adults better understand our changing world. Bayard publishes in both French and English, thereby building communities of readers across the country, with a mission to inspire imagination and reflection.

**Novalis**, a division of Bayard, specializes in books, resources, and periodicals for the Christian market, drawing inspiration from the broad Catholic tradition.

### **Position Overview**

The Parish Relations and Sales Representative is responsible for developing and maintaining strong relationships with Catholic parishes, diocesan offices, and other partners across Ontario. This role combines sales representation, event organization, and collaboration with the marketing team to promote Novalis products and initiatives within the Catholic community.

### **Key Responsibilities**

- Represent Novalis to parishes, dioceses, and Catholic organizations throughout Ontario.
- Develop and maintain lasting relationships with key clients, partners, authors, agents, and other stakeholders in the Canadian Catholic community.
- Contribute to planning, coordinating, and implementing Novalis's presence at sales conferences, diocesan gatherings, and other events.
- Manage event logistics, including bookings, travel, material preparation, and on-site coordination.
- Collaborate with the marketing team on campaigns and promotional activities.
- Reconcile sales and expense reports following each event.
- Communicate effectively with Catholic leaders such as bishops, educators, and parish administrators.

- Identify opportunities to expand Novalis's reach within the parish and diocesan networks.

### **Qualifications and Skills**

- Excellent knowledge of the Catholic parish environment in Ontario.
- Strong organizational skills and ability to manage multiple priorities independently.
- Proven ability to build positive relationships and represent an organization professionally.
- Business-minded, proactive, and results-oriented.
- Comfortable working a flexible schedule, including occasional weekends or evenings for events.
- Excellent verbal and written communication skills in English (French an asset).
- Valid driver's license and ability to travel within Ontario.

To apply, please send your résumé to Maïlys Carlin Manfré, Director of Human Resources, at the following email address: **[mailys.carlin@bayardcanada.com](mailto:mailys.carlin@bayardcanada.com)**