

IMPORTANT: DATE STAMP THIS NOTICE AND POST IMMEDIATELY ON ALL BCGEU BULLETIN BOARDS. DO NOT REMOVE UNTIL AFTER THE CLOSING DATE BELOW.

**LEGAL SERVICES SOCIETY
POSTING**

TO: LSS STAFF (cc: BCGEU)
FROM: HUMAN RESOURCES DEPARTMENT
POSITION: PUBLICATIONS PRODUCTION COORDINATOR
ONE REGULAR FULL-TIME POSITION - VANCOUVER
This position is on a modified workweek
COMPETITION NO: B070-18
DATE POSTED: JULY 12, 2018
CLOSING DATE: JULY 19, 2018
STARTING DATE: ASAP
SALARY: Job Class 7 (\$41,451 - \$47,316)

PRIMARY FUNCTION:

To provide production-related administrative support to the publishing team, and to help organize and maintain consistency and uniformity in the publishing production process flow.

The following job duties are illustrative examples, and shall not be construed as an exhaustive description of all the work requirements that may be inherent in the job.

JOB DUTIES

1. PROVIDE PRODUCTION SUPPORT:

- a) Create templates/layout documents in MS Word and create and update publishing process flow charts;
- b) Design and produce a variety of documents including templates, reports, formatted letters, correspondence and flow charts;
- c) Convert documents into required format (HTML, PDF, text, scans, etc.);
- d) Bookmark, link, overlay, etc. PDF documents and forms using Adobe Acrobat Professional;
- e) Test on-line documents to verify accurate conversion;
- f) Prepare files and send out through Campaign Monitor and update client information as required;
- g) Back up for fact checking/proofing as needed;
- h) Request CIPs (Catalogue In Publication) and ISBN/ISSN data;
- i) Setup and format online surveys and polls;
- j) Liaise with manager, supervisor, editors, graphic design staff, and others to maintain project lists and newsletter mailing lists;
- k) Coordinate special projects (e.g. the creation of Sharepoint team site);
- l) Design and create demos/slideshows and post on web;
- m) Coordinate reprints and general printing requirements;
- n) File/archive project files and track on and offsite folders and materials;
- o) Maintain department filing system;
- p) Coordinate translators, translation reviewers, couriers and mail-outs related to projects in production;
- q) Source images and coordinate model release forms;
- r) Mail out electronic newsletter using Campaign Monitor or similar online application; and
- s) Coordinate the review and purchase of production and design materials as directed.

2. PERFORM ADMINISTRATIVE DUTIES:

- a) Provide regular administrative and clerical support for the section;
- b) Maintain timekeeping system, orient/train – new users on the software and run necessary reports;
- c) Setting up new projects in Teamwork (online project management system) and monitoring tasks as needed.
- d) Serve as point of contact for the intranet (develop/enhance/maintain features as needed using Sharepoint);
- e) Coordinate meetings (equipment and catering), prepare agendas, attend and take minutes at regular section and department meetings;
- f) Verify, code and forward accounts payable for signature;
- g) Use eRequester (an online customized accounting system) for processing purchase orders and invoices;
- h) Prepare cheque requisitions and draft contracts;
- i) Coordinate, submit, and follow-up publishing awards applications;
- j) Subscribe to reference periodicals; make payments; renew subscriptions;
- k) Maintain professional association memberships for section employees; and
- l) Maintain/replace office supplies and equipment.

3. PERFORM RECORDS MAINTENANCE DUTIES:

- a) Help maintain content of publishing program databases;
- b) Gather historical information for projects as needed;
- c) Process service contracts and update Sharepoint;

- d) Process purchase orders and invoices, match and file purchase orders with paid invoices and create electronic records of same;
- e) Maintain a catalogue system of current and historic PLEI materials; and
- f) Coordinate in-house filing.

4. PERFORM OTHER RELATED DUTIES:

- a) Maintain the digital camera, iPads, video and audio equipment and loan log;
- b) Organize and maintain departmental swag collection;
- c) Arrange special celebrations as needed; and
- d) Other assignments as required.

QUALIFICATIONS:

Basic requirements

- grade 12 education supplemented by administrative courses and publishing course(s)
- minimum 2 years relevant experience as outlined in rated requirements
- minimum typing speed 45 wpm
- advanced skill in MS Word
- advanced skill in MS Outlook
- intermediate skill in MS Excel
- intermediate skill in MS Access
- intermediate skill in MS Powerpoint

Rated requirements

- knowledge of general administrative procedures
- knowledge of publication production and distribution processes
- knowledge of Adobe Acrobat Pro, MS Access, MS Sharepoint and/or Campaign Monitor application
- knowledge of LSS policies and procedures an asset
- ability to proof-read for grammar, punctuation and spelling
- ability to synthesize information and use plain language
- ability to organize workload, identify urgent work items and set priorities
- ability to work independently, take initiative and function as part of a team
- must have excellent communication and interpersonal skills
- a general interest in the publishing process – either the design side or editorial or both
- ability to learn software programs quickly (Adobe applications such as Contribute, InCopy, Illustrator, etc.)
- familiarity with Windows environment and database concepts

This competition requires the candidate to complete the following tests:

- **Typing – 45wpm**
- **MS Outlook**
- **MS Word**
- **MS Excel**
- **MS Access**
- **MS PowerPoint**

We offer (based on your employment status and affiliation):

- A competitive salary
- 35 hour work week
- Four weeks paid vacation to start that grows the longer you're with LSS
- An excellent employee benefits package, where premiums are 100% paid by LSS
- Support for training and development
- Pension plan
- An employee and family assistance counseling program
- The opportunity to participate in various Employee programs (Employee Wellness, etc.)
- Generous leave provisions (sick time, special leaves)
- Modified work week/flex time for some positions
- 13 paid statutory holidays

Interested candidates should submit a covering letter, together with a résumé, outlining how their qualifications meet the above position requirements, to:

LEGAL SERVICES SOCIETY
Human Resources Department
Competition no: B070-18
400-510 Burrard Street
Vancouver, BC V6C 3A8
Fax: (604) 682-0725
E-mail address: resumes@lss.bc.ca

Please indicate **competition #**, **position title**, and whether you are an **internal or external** applicant in the posting in the email **subject line**.

VISIT OUR WEBSITE AT www.legalaid.bc.ca

We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. The Legal Services Society is committed to building a skilled, diverse workforce reflective of Canadian Society. We are committed to employment equity and encourage applications from indigenous people, visible minorities, women and persons with disabilities.