



CHRISTIAN HERITAGE

Publications Coordinator Job Description

October 13, 2009

Purpose of Position: To provide quality printed material throughout the year for CHRISTIAN HERITAGE. This position is a servant to all other committees.

PUBLICATIONS COORDINATOR REQUIREMENTS

- **Time Requirement Summary:** (details under “Responsibilities” below)
 - Minimum Term Commitment: 2-3 years
 - September-April of each year: heavy time commitment required during the brochure and event & conference seasons.
 - Rest of year: Intermittent, smaller projects each requiring much less time (1 day-week, depending on project)

- **Job Candidate Requirements**
 - Understanding of and commitment to the mission of CHRISTIAN HERITAGE (necessary for writing much of the text for publications)
 - Christian Maturity
 - Responsibility
 - Ready availability when needed (understanding the time requirements above and willingly committing to giving what it takes during these times)
 - Promptness & respect for deadlines
 - Attention to and appreciation for the importance of the smallest details
 - Commitment & perseverance to work the necessary hours on project, at times—through many renditions until project is completed on time
 - Cheerful & willing respect for authority; willingness to carry out the plans/designs of others
 - Yet taking Initiative—exercising ownership & initiative in the position by
 - getting started early with each project,
 - organizing steps to completion,
 - identifying/locating information & graphics needed,
 - and communicating these to those with whom he/she is working
 - Skill in gracious communication (keystone of carrying out this job: must be able to communicate well with CH staff and through the publications, with all others)
 - Skill & experience with principles of journalistic layout & design
 - Skill & experience with journalistic writing
 - Skill & experience with editing
 - Organizational skill

PUBLICATIONS COORDINATOR RESPONSIBILITIES

1. Annual Brochure

A. **Time Commitment:** September–January annually

B. **Timeline for 2009 Brochure**

- Begin assembling info & graphics and writing general text: Sept. 1 (*this leaves two months for all staff members to finalize necessary details and for Publications Coordinator to create the brochure in order to have it ready for graphics designer*)
- Send Brochure Copy to (Graphics Designer): November 1, 2008
- Send Brochure to Printer: December 15, 2008
- **Brochure in the mail: January 1, 2009**

C. Work closely with the Conference Coordinator during this process.

D. **Basic Tasks**

- Studying past CH brochures to know basics needed for current project.
- Gather information from the various sources, including the Conference Coordinator, Speaker Coordinator, Events Coordinator, Registration Coordinator, etc....
- Edit text
- Write some basic text, though this is primarily the responsibility of those submitting information
- Develop basic design
- Gather artwork to fit main theme
- Work with Graphics Designer) in designing and proofing
- Secure and work with Printer to coordinate print job
- Determine, with the help of the Executive Director and Publicity and Database Coordinators the number of brochures to be printed
- **Ensure the project remains on target throughout the entire process!**

2. Conference Program

A. **Time Commitment:** Mid-February–April 23 (or date of conference)

B. **Timeline:** Coordinate timeline for this project with Graphics Designer and Printer

C. **Basic Tasks**

- Studying past conference programs to know basics needed for current project.
- Contact area coordinators to gather needed info. This includes speaker biographies, keynote and workshop descriptions (Speaker Coordinator), vendor lists & vendor workshops from the Vendor Coordinator, featured events and general sessions and general information for conference attendees (Conference Coordinator), etc.
- Develop text
- Gather artwork
- Develop basic design
- Work with Graphics Designer in designing and proofing
- Coordinate Printer
- Determine, with the help of the Publicity Chairman and Registrar, the number of programs to be printed
- Coordinate delivery of the programs to OCC
- **Ensure the project remains on target throughout the entire process!**

3. Misc. Conference Publications

A. Time Line: Begin *at least six weeks* prior to conference by contacting Area Coordinators for their conference publications needs

B. Partial List of Misc. Conference Pubs (Graphics designer not used for most of these; designed by Publications Coordinator)

- Feedback forms: Attendee/Volunteer
- Name tags: Staff/Volunteer/Speaker/Vendor
- Last minute info/corrections inserts
- CD/DVD Order Forms
- Speaker info packets
- Get the Word Out -- forms
- Friday Family Night Program
 - Coordinate with Conference and Special Music Coordinators
 - Design (Graphics Designer not used for this project.)
 - Print and deliver to conference
- Produce any other needed written material, i.e forms, signs, sign-up sheets, etc...
 - *Two weeks* prior to Conference: Send out reminder to Area Coordinators to turn in to you their last minute pub needs
 - Have these and others printed and delivered to proper person/place

4. Through-the-Year Publications

A. Designed by Publications Coordinator, unless otherwise noted

B. CD/DVD Case Covers: Conference; Mother/Daughter Teas; Father/Son Retreat

- Develop text, artwork and basic design
- Coordinate with Graphics Designer and Duplicating & Shipping Chairman
- Coordinate printing with Duplicating & Shipping Chairman

B. Mother/Daughter Tea programs

- Gather information/schedule
- Design and print (Graphics Designer not used for this project)

C. Misc. Forms

- Feedback forms: Mother/Daughter Teas; Father/Son Retreat

D. Business Cards (as needed)

- Design – work with Graphics Designer
- Print – Coordinate with Printer

5. Photo Library

- Develop photo library – suitable stock photos, paintings, and custom photos done for [CHRISTIAN HERITAGE](#)
- Coordinate photography at conference/other events (work in conjunction with Volunteers Chairman)

For questions or more information e-mail or call:

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