



Position Announcement

December 2017

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| Position | Production Coordinator |
| Description | This is a full-time, exempt position for a not-for-profit, faith-based organization located in Elgin, Ill., that provides Pension, Insurance, and Foundation services for 5,000 individuals and client organizations nationwide. This position reports to the Director of Communications. |
| Function | The primary function is to serve as the desktop publishing / graphic design staff person, as well as follow-through production for publications, departmental resources, and special projects. Additional function would involve website management, organization of communication materials and inventory, and coordination of mailings. |
| Scope of Duties | Duties include layout and design, scanning, photo manipulation, printing or replication, website content maintenance, and distribution tasks. This position works with consultants/vendors in producing departmental resources and on other special projects, including both traditional print and electronic media. |
| Knowledge/ Experience | <p>The ideal candidate will have an undergraduate degree in graphic design and a working knowledge of production and copy editing. Must have experience with Adobe Creative Suite; knowledge of QuarkXPress is a plus, and proficiency in Microsoft Office as well. This position requires a person who is <u>very deadline-oriented and has strong organizational skills</u>, with the ability to prioritize workloads and juggle projects; knowledge of website management is a must.</p> <p>We are seeking candidates with strong verbal and written communications skills, the ability to design materials, review and update website content, and manage mailing list data. Current and active membership in the Church of the Brethren is preferred; current and active membership in a faith community is required.</p> |
| Travel | This position may require limited business travel. |
| About BBT | Church of the Brethren Benefit Trust is a great environment, family friendly, is a rewarding/meaningful place to work, and is located in an attractive office with easy access to I-90. |
| Salary/ Benefits | Salary and benefits are competitive with Church Benefits Association agencies of comparable size and scope of services. A full benefits package is included. |
| Applying | Please send a letter of interest, résumé, three professional references, and salary-range expectation to Donna March at 1505 Dundee Ave., Elgin, IL 60120, or dmarch@cobbt.org . For more information about Brethren Benefit Trust, visit www.cobbt.org . |