

Print Shop Coordinator Job Description

Hours

Monday–Friday 9 am–12:30 pm • 18 hours per week.

Background, Skills and Experience

- Previous experience in working in a print shop preferred.
- Self-starter with strong organizational skills.
- Ability to work as a team, under time guidelines and multi-task.
- Strong customer service, communications and interpersonal skills.
- Attention to detail required.
- Computer proficient in Microsoft Office and Adobe Creative Suite.
- Mechanically minded to help troubleshoot hardware issues.
- Physical requirements: ability to bend, lift heavy objects, reach overhead and push heavy items.
- Proficiency in the daily use of maintenance of printers, copiers, finishing equipment, and etc.

Print Shop Specialist Job Responsibilities

- Maintain quality of print and finishing in a timely manner.
- Maintain quality of print and finishing including:
 - Cutting, binding, laminating and folding.
 - Create badges and hang tags for Academy.
 - Create badges for volunteers and staff.
 - Name plates.
 - Mail merges.
- Update Basecamp with project progress.
- Order and manage stocking and distribution of all office supplies.
- Track internal cross-charges for postage.
- Maintain the organization of the Print Shop with a welcoming and neat appearance.
- Lead the Bulletin Stuffer Volunteer Team and maintain a Ministry Leader to work directly with the volunteers.
 - Print a weekly sign-in roster and communicate changes in Bulletin stuffing/Bulletin delivery times to key staff members when changes occur.
- Hang posters and signage throughout the facilities weekly.
- Quality and timely handling of mail
 - Process incoming and outgoing mail.
 - Utilize non-profit rates at every opportunity.
 - Maintain postage meter bulk mailing log – name, description, date.
- Provide administrative support for the Print Shop and Operations Team as needed.
- Utilize volunteers to offset work load as needed.
- Maintain equipment and contact vendors for routine checks to keep systems running smoothly.

Utilizing Volunteers

Print Shop tasks that Volunteers can do

- Inventory paper and restock all copiers (Administrative Hallway, Print Shop, Academy).
- Process and distribute mail daily.
- Copying, cutting, binding and laminating.
- Sort and process bulk mailings.
- Hang posters and flyers in Main Building.