

Position: **Publications Coordinator**

Office Location: 5987 Bathurst St, Toronto ON M2R 1Z3

Job Type: Full time – 1 year contract

Report to: Publications & PR Manager

The JRCC Publications Department is looking for an energetic and organized individual with graphic designing skills to coordinate the publications department and to layout and design the advertising section of the Exodus Magazines, Calendar and other JRCC promotion materials. The role requires a strong sense of organization, punctuality and time management acumen.

### **Responsibilities:**

#### **Advertisement and production**

- Prepare an annual Exodus Magazine production schedule according deadline rules
- Coordinate the production, printing, distribution of Exodus Magazines according to the timetables
- Coordinate sales records (receive, complete and enter/verify data in Database)
- Create files for new clients
- Receive walk-in clients for Condolences/Greeting ads
- Make collection calls and payment arrangements for outstanding accounts
- Maintain archive of all publications
- Process invoicing and payments for all ads and make payment arrangements

#### **Design and layout**

- Design JRCC ads and flyers as requested
- Design advertisements/greetings
- Contact clients for the approval
- Complete the layout for the various advertising sections in newspaper (color ads, advertising section, greeting/condolences section, Mazel Tov page)

### **Requirements:**

- 2-3 years of experience in publications coordination – a must
- Proficiency in both PC and Mac operating systems
- Knowledge of Graphic Design software (such as In Design, Photoshop and Acrobat)
- Fluency in English and Russian- a must
- Hebrew - an asset.
- Ability to meet deadlines
- Excellent ability for independent work, time management, and initiative
- Excellent organization, punctuality, attention to details, and patience
- Excellent computer orientation and knowledge: Outlook, Word, Excel, and databases
- 

Please send your resume to: [resume@jrcc.org](mailto:resume@jrcc.org)

Only relevant candidates will be contacted. No phone calls please.