

Print Production Assistant, Part-time

Purchasing and Fulfillment Operations

Position Description

Supervised by: Director, Inventory and Fulfillment Operations

Supervises: N/A

Status: Non-exempt

Location: InterVarsity Press (Westmont, IL)

To advance the purpose of InterVarsity Press, this position assists the Director of Inventory and Fulfillment Operations by performing certain regular functions and any one-time tasks that are needed, aiding the organization in producing high-quality books on scheduled deadlines for reasonable costs.

MAJOR RESPONSIBILITIES

Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world

General Administration

- Support the Director of Inventory and Fulfillment Operations and the Print Production Coordinator by completing various and sundry administrative tasks as necessary, including but not limited to:
- Procure and file documentation
- Prepare purchase orders
- Prepare and transmit electronic files
- Review print page proofs and covers
- Enter data
- Prepare frames and send author book covers with signed publisher letters to authors
- Attend assigned meetings
- Complete other tasks assigned by supervisor

Contribute to the effectiveness of the team:

- Perform office functions to support own work
- Provide suggestions and ideas on process and workflow improvement
- May occasionally serve in the distribution center assisting with picking orders

Maintain technical and professional growth and development:

- Stay current with computer programs InterVarsity uses to support the above functions
- Attend workshops and classes as necessary

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ
- High school graduate
- Schedule-driven
- High attention to detail
- Ability to learn quickly, work efficiently, and meet deadlines
- Good judgment
- Strong organizational skills

- Ability to work independently
- High work standards
- Proactive problem solver
- High sense of responsibility
- Ability to work well with others
- Strong customer service orientation
- Good written and oral communication skills
- Working knowledge of Microsoft software applications (Word, Excel, Outlook, and PowerPoint) preferred
- Demonstrated ability and commitment to work in a diverse team environment
- Flexibility to attend the Urbana Student Missions Conference every six years, Dec 26-Jan 1, and National Staff Conference every three years (the year after Urbana), approximately Jan 2-7.

External Candidates: Please see instructions at ivpress.com/jobs to complete your online application and send your resume and cover letter to ivpcareers@ivpress.com.

For Internal Candidates Only: Please download and complete the Internal Application Form and also send your resume to ivpcareers@ivpress.com

InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.” In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Teamwork:

Each individual staff person is a vital member of Christ’s body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. “Whatever your task, work heartily, as serving the Lord.” (Colossians 3:23a)