

# Job Opening

## INTERVARSITY PRESS

P.O. Box 1400  
Downers Grove, IL 60515

430 Plaza Drive  
Westmont, IL 60559

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<b>TITLE:</b>	<b>Print Production Coordinator</b>
<b>Supervised by:</b>	Senior Production Manager
<b>Key relationships:</b>	Print vendors, editorial support staff, production and layout staff, design staff, distribution and customer service staff
<b>Status:</b>	Full time (40 hours per week), hourly
<b>Location:</b>	On-site (no telecommuting)
<b>Start date:</b>	Spring 2019

### FRAMEWORK

As an extension of InterVarsity Christian Fellowship/USA, InterVarsity Press serves those in the university, the church and the world by publishing resources that equip and encourage people to follow Jesus as Savior and Lord in all of life.

### PURPOSE

To advance the purpose of InterVarsity Press, this position assists the Senior Production Manager 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

- Prepare and process purchase orders
- Communicate and coordinate with print vendors
- Upload files
- Review page proofs and covers
- Process projects for print-on-demand vendors
- Generate reports
- Update database
- Examine new books for quality
- Attend assigned meetings
- Perform administrative office tasks, including filing and data entry
- Complete other tasks assigned by supervisor

## **REQUIRED QUALIFICATIONS**

- Annually affirm InterVarsity’s Statement of Faith as a maturing disciple of Jesus Christ
- Bachelor’s degree
- Capacity to work with and evaluate facts, figures, and numbers
- High attention to detail
- Schedule-driven
- Aptitude with Microsoft Excel
- Ability to learn quickly, work efficiently, and meet deadlines
- Good judgment and ability to work independently
- Universally high work standards, including across both complex and mundane tasks
- Proactive problem solver with high initiative
- Ability to work well with others
- High customer service orientation
- Strong organizational and computer skills
- Good written and oral communication skills
- Willingness to confront vendors about errors
- Ability to balance multiple projects and deadlines
- Attend the Urbana Student Missions Conference every six years (December 26–January 1) and National Staff Conference every three years (approximately January 3–8)

## **ADDITIONAL USEFUL SKILLS (beneficial, but not required)**

- Editorial aptitude (strong grammar and spelling, accurate)
- Competency with InDesign or Adobe Acrobat Pro
- Experience with purchasing, printing, or book manufacturing
- Familiarity with the publishing industry, particularly Christian book publishing

## **DESCRIPTIVE OVERVIEW**

This role has some flexibility to be shaped and developed around the skills of individual candidates—the position could look somewhat different depending on a candidate’s particular abilities and experience. That said, there are limits to how malleable the job is. The successful candidate will possess an innate bent toward organization, precision, scheduling, and quantitative thinking, along with an appreciation of how diverse elements and processes work together to create a finished product.

While a book publishing background is not a requirement, the ideal candidate will value books as curated physical artifacts and be interested in their production.

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## **EXTERNAL CANDIDATES**

See [ivpress.com/jobs](http://ivpress.com/jobs) for instructions on completing an application. Submit your cover letter, résumé, and completed application to [ivcareers@ivpress.com](mailto:ivcareers@ivpress.com).

## **INTERNAL CANDIDATES**

You may download the internal application form, then send the completed form along with your résumé to [ivcareers@ivpress.com](mailto:ivcareers@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 Scripture. 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.

## **TEAM WORK**

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 3:23)