

Graphic Design and Print Production Specialist

Position location: St. Louis, MO

Council website: www.stlbsa.org

Position Overview

Since 1911, the Greater St. Louis Area Council, Boy Scouts of America (BSA) has helped mold the future leaders of this country by combining educational activities, outdoor experiences, and lifelong values with fun. We believe and understand that helping youth puts us on a path towards a more conscientious, responsible, and productive society.

The Graphic Design and Print Production Specialist works on-site under the leadership of the print shop supervisor and performs many functions including, but not limited to, designing, editing, and producing print products, operating high volume duplicating equipment, providing copier maintenance, performing quality control on all print jobs, receiving shipments to our loading dock, and processing mail lists and mailings.

Responsibilities

- Graphic design: Design print collateral using programs like Adobe Design, Canva, or Microsoft Publisher. Edit print projects submitted to the print shop. Convert files from various client-provided formats to software compatible formats. Manipulate files and adjust the image quality, font size, and paper type.
- Print production: Operate high-speed, high-volume printers. Produce print production including loading paper stock, collating, cutting, folding, scoring, and binding. Perform quality control to ensure print jobs are accurately performed according to the instructions submitted. Provide minor maintenance of equipment and monitor maintenance schedules. Maintain inventory of print and office supplies.
- Mail processing: Process mail lists through postal software. Merge, purge, de-duplicate, and correct addresses in mail lists. Prepare postage estimates. On occasion, assist in delivering large mailings to post office. Receive and direct shipments at the loading dock
- Other duties as assigned.

Education

- High school diploma or equivalent is required.

Qualifications

- Experience in a print shop environment is helpful but not necessary. Training will be provided.
- Experience with Microsoft Office (Excel, Word, Publisher, etc.), Adobe Design, Adobe Acrobat, and Canva preferred.
- Ability to operate equipment including Canon 8701i black and white production printer, Canon Image Press C810 color printer, address printer, mail machine, sorter, paper cutter, folder, and manual pallet jack. Training will be provided.
- Possess a variety of administrative and office support skills, including phone/switchboard, computers, copier systems, typing with accurate spelling and grammar, etc.

- Excellent organization and time management skills, with the ability to manage multiple projects and proven ability to work with minimal supervision.

Benefits

The Greater St. Louis Area Council, BSA is an equal opportunity employer. Scouting offers benefits to include medical, prescription coverage, dental, vision, life-insurance, long-term disability, family medical leave, maternity leave, accidental death, plus compensation for authorized and approved business-related expenses. We also offer generous vacation policy, 10-12 holiday observances and annual merit raises available.

- Salary: \$15.50 per hour
- Schedule: You can choose either a 5-day work week (M-F, 9:00am-5:00pm) or 4-day work week (Tu-F, 7:00am-5:00pm)

How to apply: Submit a resume to hr@stlbsa.org. Please reference specific position location in the subject line. Only the most qualified candidates will be contacted.