



Publications Supervisor

Job Description

Department: Publications

Reports to: Publications Manager

Who we are

LaGwana is a creative services company based on Christian principles. As such, we aim to grow and empower our employees, serve our local community, and fairly serve our customers.

Job Role Summary

The Publications Supervisor ensures all Publications Department operations run smoothly. This position must have a good understanding of the layout position, be capable of editorial functions, and be able to regularly keep the process moving to meet regular deadlines. The Supervisor keeps the department organized, updated, and functioning by scheduling deadlines and staff, maintaining workflows, and implementing policies for the Publications Manager while filling in if the Manager is not available. This position is similar to a Managing Editor position.

Key Responsibilities/Tasks

- Ensures Publication files are prepared and ready to export for deadlines
- Maintains schedules and layout efficiencies
- Works with internal marketing for promotional materials and mailings
- Works with the Logistics Coordinator for updated drop locations
- Ensures the LaGwana Publication websites stay updated
- Organizes tabs and special sections (PJ Sales, Mayfest, Graduation Tab, Countdown to Christmas, Wana Night Out) as well as sponsorship tracking
- Implements new projects and ideas for the manager
- Sets page counts, maintains sig document, and approves uploaded proofs
- Helps with layout and preflight duties
- Ensures editorial is properly handled (may include editing and proofing)
- Performs training, disciplinary action and evaluations as needed
- Fills in within the department and for the Publications Manager as needed

Personal Skills/Qualities

- Friendly demeanor
- Organized
- Good at prioritizing
- Design knowledge a plus
- Proofing skills a plus

Technical Skills/Knowledge

- Computer proficiency
- High School Diploma required
- Bachelor's Degree preferred

Work Environment

The work environment described here are representative of those that must be met by an employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is regularly required to effectively communicate through speaking, listening, and typing. The employee frequently is required to stand and walk as well as lift up to twenty pounds.

The main duties of this job are performed in an office setting. Overtime may be required on occasion.