

## Job Posting

### About the CFPC

Representing more than 37,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

**Our Mission:** Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

**Our Vision:** Leading family medicine. Improving lives.

**Our Values:** Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

### We are recruiting for a Production Coordinator & Graphic Designer

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|------------------------|---|
| <b>Posting #:</b>      | <b>2019-28</b>  |
| <b>Department:</b>     | <b>Canadian Family Physician &amp; Communications</b> |
| <b>Division:</b>       | <b>Member and External Relations</b>                  |
| <b>Reports to:</b>     | <b>Manager, CFP; Manager, Communications</b>          |
| <b>Classification:</b> | <b>Support Staff</b>                                  |
| <b>Status:</b>         | <b>Permanent</b>                                      |
| <b>*FTE:</b>           | <b>1.0</b>  |
| <b>Level:</b>          | <b>3.0</b>  |

### Main Responsibilities

The Production Coordinator & Graphic Designer is a unique position working with two high energy departments: *Canadian Family Physician* (CFP) journal and Communications. Reporting to the CFP Production Manager, this position is responsible for the preparation and handling of pre-press files for the imposition and production of CFP; proofreading and coordinating internal proofreading; coordinating production of online and digital editions of the journal; collaborating with external translators and coordinating the translation and placement of CFP articles. The role is also responsible for laying out and producing the *Self Learning* materials.

Working with the Creative & Production Services team in Communications, this role supports all CFPC departments, committees and sections to ensure quality design, layout, production and consistent application of the Visual Identity Guidelines and branding is produced in both official languages.

#### Production Coordinator Duties and Responsibilities:

- Assists with preparing and tracking electronic pre-press files for the printing of *CFP*
- Assists with tracking and coordinating ad materials for printing; oversees proofing process
- Assists in the preparation, submission and quality control of electronic files
- Coordinates with the editorial department to track timely transfer of files for current issue
- Works with outside translators to coordinate and manage translation of all French-language content of the journal
- Designs and produces final layout of classified ads and coordinates with Advertising Coordinator for customer's approval
- Performs quality control checks, maintains production records, and tracks all print materials through the production process
- Proofreads all Journal content for print and online issues, and coordinates files for final stage of internal proofreading
- Transposes French proofreader's corrections into documents, and verifies corrections input by Creative & Production Services before final upload for print
- Prepares three digital editions each month using iPaper content management system
- Prepares landing page for email blast for digital editions using HighWire File Manager system
- Acts as back-up to the Production Manager when necessary
- Participate in department meetings and functions
- Work in accordance with all CFPC policies, procedures and processes, and federal and provincial legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours aligned with the CFPC Values in Action: Caring; Learning, Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence
- Other duties as assigned

Graphic Designer Duties and Responsibilities (Communications – 10 hours a week):

- Actively participate with the Creative Services Team
- Liaise with CFPC staff in all departments to develop and produce high quality creative designs and materials to meet project requirements to established timelines and budgets, from concept, design, and layout of projects (i.e. reports, event programs, brochures, flyers, banners, certificates, etc.)
- Collaborate with the Self Learning team to lay out and produce continuing professional development books as scheduled, and promotional materials targeted to family physician members (redesign, ads, postcards, banners, etc.)
- Support Family Medicine Forum (FMF) with the design and production of related publications i.e. Convocation program, Honours and Awards program, Research Awards booklet, and other assigned projects
- Support CFP and CFPC marketing initiatives (i.e. design and layout of CFP media kit)
- Liaise with the CFPC Translation and French Language Services team as needed for bilingual content
- Maintain docket filing system and time-tracking for all assigned projects
- Adhere to CFPC branding standards ensuring the Visual Identity Guidelines are applied consistently for all communications
- Create/edit MS Word templates and PowerPoint templates
- Proofread and input changes for projects in English and French
- Liaise with external vendors as required
- Other duties as assigned

**Requirements (knowledge, experience, education, competencies):**

- College diploma in Print Publishing, Graphic Design or Graphic Arts
- 3-5 years of experience in a print production/publishing environment and graphic design
- Thorough knowledge of print and digital production and proofing systems
- Excellent proofreading skills and exceptional attention to detail
- Superior project management and organizational skills
- Proficient computer skills, including Microsoft Office applications, and Adobe Creative Suite (including InDesign, Illustrator and Acrobat Professional)
- Intermediate layout and design skills using InDesign software
- Strong conceptualization skills with regards to new creative
- Deadline-driven with the ability to work under pressure
- Ability to work efficiently and effectively, both independently, and as a member of a team
- Verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English; French is an asset

**Working Conditions:**

- Open concept office environment

**Hours of Work:**

- 8:00 a.m. – 4:00 p.m. *or* 8:30 a.m. – 4:30 p.m. *or* 9:00 a.m. – 5:00 p.m. Monday to Friday.
- Flexibility to work after hours occasionally if needed to meet production deadlines

**If you share our passion, and are committed to living our CFPC Values, please submit a cover letter, your résumé & PORTFOLIO referencing the posting# 2019-28 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by September 11, 2019**

The CFPC is committed to fostering a healthy and positive work environment. In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.

We thank all those who apply but only those selected for further consideration will be contacted.

\*Full-Time Equivalent

