DESKTOP PUBLISHER

SUMMARY

As a desktop publisher at APC, you will use publishing software to create page layouts for APC publications, brochures, and other items for print or electronic publication. This will involve designing pages using text, graphics, and other materials; editing text, correcting spelling, punctuation, and grammar to arrive at the finished product. You will report to the Head of Publications.

Please review the APC Organization Chart available on OUR TEAM page (apcwo.org/about-us/our-team).

ROLE DESCRIPTION

Your work will typically involve the following:

- Work with textual content provided to design publications according to prescribed standards.
- Gather existing materials or work with designers and writers to create new artwork.
- Find and edit graphics, such as photographs or illustrations.
- Use scanners to turn drawings and other materials into digital images.
- Import text and graphics into desktop publishing software programs.
- Position artwork and text on the page layout.
- Select formatting properties, such as text size, column width, and spacing.
- Check proofs, or preliminary layouts, for errors and make corrections.
- Finalize formatted documents for printing or electronic publication (PDF, etc.).
- Work with proofed documents to make corrections.
- Send final files to a commercial printer or print the documents on a high-resolution printer.

QUALIFICATIONS/EXPERIENCE REQUIREMENTS

- Proficient working with Adobe InDesign and Microsoft Word.
- Familiarity with Adobe Illustrator and Photoshop.
- Familiarity with PageMaker and CorelDraw a plus, but not required.
- Will have to work in English and other regional languages (e.g. Hindi, Kannada, etc.). Literacy in regional languages a plus, but not required.
- Have excellent grammar and spelling skills.
- Have an eye for detail and be accurate in their work.
- Have imagination and good visual sense.
- Be able to work with personnel at commercial printers and give clear, accurate instructions.
- Have good organizational and decision-making skills.

- A Bachelors degree in Computers or related field, is preferred.

ADDITIONAL RESPONSIBILITIES
- At APC we are continuously growing and expanding hence, you will be required to share in additional responsibilities.
- Being able to work under pressure and meet deadlines.
- Willingness to work long hours when required.

OPPORTUNITIES
As opportunities arise, and depending on your skills, you will be able to:
- Travel and serve on APC Missions.
- Volunteer at APC

Over time, based on your personal development and performance you will have the opportunity of growing internally at APC to take on other ministry roles that are of interest and suited for you.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed and committed to serving Him and people to see lives touched and transformed into Christ-likeness.

Please note, that all staff positions at APC require individuals who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example, and sold out to God!