WILLIAM H. SADLIER, INC
JOB DESCRIPTION

Position: Project Coordinator

Department: Publishing - Shared Services

Reports To: Senior Production Director

Summary: Working under general supervision, the Project Coordinator is responsible for assisting in the development of project workflows, in addition to managing ancillary projects, ensuring the timely and successful delivery of multiple print and digital publications, on budget/schedule, and within the Company publishing plan. This position reports to the Senior Production Director.

Core Responsibilities:
• Manage ancillary projects from manuscript to final print or digital deliverable, within budget, on schedule, and adhere to the high quality standards set by William H. Sadlier, Inc.
• Create and maintain detailed component schedules in conjunction with all involved internal and / or external vendor teams
• Supervise all phases of production, both print and digital
• Facilitate weekly status meeting; distribute meeting notes and established workflows and procedures
• Organize and initiate project launch meetings for internal and external teams
• Work closely with Production, Design, Marketing, and Digital Media teams to ensure prepress- and/or digital- ready designs and file structure are adhered to
• Maintain responsibility for the quality checks through all stages of each project, including review of printer soft proofs
• Oversee the daily workload of assigned production, and/or full-service vendor(s) both on- and off-site
• Review, code, approve, and submit invoices from vendors
• Train and supervise Production Coordinators and Assistants as deemed necessary
• Assist Production Director as deemed necessary

Education, Experience, Skills Required:
• 3+ years of print production experience in educational publishing, with a background in digital content and delivery a plus
• Proven ability to successfully manage multiple projects simultaneously, on schedule and on budget
• Understanding of offset printing and digital publishing
• Experience with web and other new media and digital project management
• Proactive, detail-oriented, and self-motivated, with the ability to quickly evaluate problematic situations and provide workable solutions
• Proven problem-solving capabilities
• Keen interest in educational publishing, with enthusiastic approach to learning and applying new technologies and workflows
• Experience with content management systems (K4, SCEnt, etc.,), learning management systems and workflows highly desirable
• Must be able to effectively communicate with internal and external teams
• Demonstrative ability to work both independently and collaboratively, and as part of a large team in a fast-paced environment with minimal supervision

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- Proficient in Adobe CS6, Adobe Acrobat Pro, FileMaker Pro, and Microsoft Office applications, and Microsoft Project
- Familiarity with applications such as Adobe XD and Invision a plus
- Proficient in commonly accepted scheduling and project management tools
- Familiarity with various prepress file types such as, packaged InDesign files, PDFs, Adobe Photoshop and Illustrator images, and XML exports, legacy Quark files, and font management systems
- Experience with HTML, CSS, JavaScript and coding a plus
- Exceptional verbal and written communication skills
- Remain current with industry trends and changes
- Excellent references