

Job Title: Editorial Assistant - Grade 10

Reports to: Director of Internal Communications

Narrative:

Work involves ongoing responsibility for the workflow of an office and/or regularly delegates work to others. May work in a one-on-one relationship or may be required to work for more than one staff.

- Performs a wide range of clerical, administrative functions that are auxiliary to the work of the supervisor that requires advanced knowledge of technical work practices.
- Performs secretarial and administrative duties that require a thorough knowledge of the organization, its procedures and practices.
- Work is rapidly paced.
- Duties are generally diverse with most duties requiring considerable thought, analysis and reasoning.
- Position requires frequent, substantive decision making. Few guidelines exist for performance of duties and tasks. Exercises independent judgment on complicated or special matters.
- Manages production of CWA News, Newsletter, Editors News Service and other publications that originate in the Communications Department.
- May be required to read reports and summarize information to facilitate review by supervisor.
- Handles routine administrative details independently and participates in the management of the Internal Communications Department.

Duties and Responsibilities:

- Performs secretarial functions as required by Supervisor. Duties include typing, word processing and data entry from a variety of sources such as : handwritten rough drafts, form letters, forms, reports, printed materials, columns of numbers etc. May handle or compose correspondence or take action without direction from supervisor.

- Technical responsibilities include: a) the development and manipulation of spreadsheets, b) development and maintenance of complex relational databases using Microsoft Access or other similar database software and c) text integration, layout and production of published material – using standard PC software. May be required to perform simple computer programming.
- Administrative responsibilities include pre-production copy editing, substantive editing; procuring photos in either hard copy or electronic format; tracking/transmitting copy and photo galleys; managing Department budgets including processing payments, monitoring and analyzing costs; coordinating Annual Newsletter Contest and other convention award programs and activities.
- May be required to perform advanced research with minimal direction. Research work includes telephone surveying, data collection, developing and maintaining databases and preparing reports.
- Answers telephone, takes messages or refers calls to appropriate department. Regular contact with local members, local officers and/or the external public is required.
- Arranges and maintains accurate records and files. Must be able to retrieve information from records and files upon request. Must be able to summarize data, interpret data and perform complex computations. May be required to setup record keeping systems, research, collect and interpret data.
- May be required to order supplies for department with approval.
- Keeps calendar, schedules appointments and coordinates travel and meeting arrangements for conferences and workshops.
- Performs liaison duties between supervisor and other employees and offices.
- May be required to receive and distribute mail.
- Operates routine office equipment including computer, label maker, copier, FAX and audio visual equipment.
- Performs other miscellaneous general office duties as required, some of which may require independent judgment.
- May be required to travel.

Qualifications:

- Typing – minimum speed - 70 words per minute.
- Advanced working knowledge of Microsoft Windows, Word, Excel, Access (or comparable database software), video editing software and the Groupwise email system.
- Microsoft Office User Specialist core certification in Word, Excel and Access or equivalent coursework and experience and ability to pass computer-based examination in each of these areas.
- Ability to learn new software as required by supervisor or as technology changes.
- Must be a self-motivated and energetic individual who possesses good interpersonal skills.
- Must have the ability to handle multiple tasks simultaneously.
- Two years of related experience or training or equivalent combination of education and experience.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time, use hands to handle or feel objects, writing instruments or keyboard controls, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include both close and distance vision.

Human Resources Director

Chief Steward, OPEIU Local 2

Date

Date