PRINT SHOP PUBLISHER

Job Description

- **Composition, layout and design of Legion Family Department Publications:**
  - Newsletters, Books, Booklets, Forms, Brochures, Certificates, Post cards, Flyers, Business cards, Envelopes, Letterhead, plus other special print jobs as assigned.
  - Maintain files on all printed Publications.

- **Strong ability to work with MS Office Suite.**
  - *i.e.:* Publisher, Word, Access, Excel, PowerPoint, Outlook

- **Maintain and Order all print shop inventory, certificate folders and award plaques for certificates:**
  - *(Office Mgr. approval preferred)*
    - Print shop inventory includes, but not limited to: all paper types, all envelope sizes, all box sizes, labels, tabs, and packaging material.
    - *Work with suppliers and provide direction of all deliveries*
    - Certificate folders & award plaques; order from outside supplier.

- **Inventory and order supplies for Print Shop printers; Tabbing machine; Booklet folder and Postage machine.** *(Office Mgr. approval preferred)*

- **Assist in training of all Print Shop machines.**

- **Assist in all Mail operations:**
  - USPS Postage machine, USPS Bulk & Pre-Sorted mailings and software and UPS Services.

- **Liaison to Dept. Adjutant for Print Shop machine repair needs and potential machine replacement.**

- **Respond promptly to emails, calls and/or walk-in requests for special print jobs.**

- **Inventory and order janitorial supplies.** *(Office Mgr. approval preferred)*
  - *Work with suppliers and provide direction when delivered.*

- **Inventory and order other supplies as assigned.** *(Office Mgr. approval preferred)*
  - *Work with suppliers and provide direction when delivered.*

- **Inventory and order all supplies for Legion Poppies.** *(Office Mgr. approval preferred)*
  - *Order all poppy making supplies from outside suppliers, and provide direction when delivered.*
    - *Manage inventory of Department Poppy Kits and Poppy orders.*
    - *Manage workers for making National Poppy orders.*

- **Other duties as assigned.**
**American Legion Department of Illinois Employment Application**

- Please complete this application by typing or printing in ink. INCOMPLETE or UNSIGNED applications will not be considered.
- We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.
- Do you need an accommodation to participate in the application or interview process? □ Yes □ No

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<thead>
<tr>
<th>Employer</th>
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**PERSONAL DATA**

Name ____________________________

Present Address __________________ City __________ State _______ Zip _______

Phone ( ) - ______ Message Phone ( ) - ______ E-Mail Address ____________

Driver’s License: Operator □ CDL □ CDL Type ______ Endorsements ______________

Are you a Veteran of Military Service □ Yes □ No

**EDUCATION**

High School Diploma or GED? □ Yes □ No

Post Secondary Degree? □ AA □ BA □ MA □ Ph.D.

Name of school beyond High School __________________ Date Completed ________

Major __________________ Minor __________________

**WORK EXPERIENCE (List most recent work experience first)**

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Job Description (duties, skills, equipment used)

__________________________________________

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Dates: From (mm/yy) ______ / ______ To (mm/yy) ______ / ______ Reason for leaving ________

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The American Legion Department of Illinois
2720 E. Lincoln, Bloomington, IL 61704 * Phone (309) 663-0361 Fax (309) 663-5783
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## Additional Information that Could Help You Qualify for This Position

- Volunteer Work
- Licenses, Certificates, special skills, etc.

## List References (preferably persons who know about your work/training)

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### Signature: ___________________________  Date: ___________________________

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer? [ ] Yes [ ] No

With my signature above (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.

The American Legion Department of Illinois
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