



Formatting Specialist Job Description

Date: 2021-05

Next review date: 2023-05

Type: Assistant

Reports to: Communications Director

Term: Two years to be extended in two-year increments upon board invitation but this can be extended as this is an appointment, not an elected position

Function

To format EAC/ACB policies and board-approved documents accurately and attractively, generate PDFs and upload to the website

Time Commitment

- Up to six hours a month receiving and preparing documents (there are a few times a year that will be very busy and others that there will be little to no activity)
- Additional time as necessary to respond to correspondence, etc.

Documents

Documents that are associated with this position include:

- Board Document Updates SOP
- EAC/ACB Documents Formatting SOP
- Policy Review - Schedule A

Duties

1. Check email account a minimum of once every week, except when taking a break. Respond to emails in a timely manner. Notify the communications director when planning absences of three weeks or more.
2. Format board-approved documents in a consistent manner, creating PDF versions and upload to the website and Google Drive, creating links/relinking as necessary
3. Inform secretary about opportunities, issues and problems

Final year of term:

- Work with new assistant to tutor position for a smooth transition

Skills Required

- Willingness and ability to use “styles” in formatting software

- Ability to learn and use technology
- Excellent communication skills, tact, diplomacy
- Team player and the ability to work independently
- Organized, detail-oriented individual
- Flexibility, a strong customer service attitude, thoroughness
- Ability to see projects through to completion

Skills Developed

- Formatting skills using Google docs
 - Wordpress skills
 - Interpersonal skills working as part of an integrated team of appointees/assistants
 - Enhanced team member and communication skills
 - Knowledge of the operation of communications for EAC/ACB
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Timeline

March

- update and upload board documents following the board meeting

June

- Update and upload board documents following the board meeting

September

- Update and upload board documents following the board meeting

November

- Update and upload board documents following the board meeting

Ongoing

- Liaise with secretary about progress on updates to board documents
- Respond to requests for formatting

As Requested

- Prepare a written report on activities