



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

Formatting Specialist Job Description

Date: 2024-08

Next review date: 2026-08

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 documents and board-approved policies accurately and attractively, generate PDFs and upload them 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 when 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 and Job Description Document Review Processes
- Policy Review - Schedule A

Duties

- Check email account at least once every week, except when taking a break.
- Respond to emails promptly.
- Notify the communications director when planning absences of three weeks or more.

- Format board-approved documents in a consistent manner following template styles, creating PDF versions and uploading them to the website and Google Drive, creating links/relinking as necessary
- Inform the secretary about opportunities, issues and problems
- In the final year of the term, work with the new assistant to tutor the 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

Timeline

March, June, September, and November

- Update and upload board documents following the board meeting.

Ongoing

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

As Requested

- Prepare a written report on activities.