

Job Opening

International governmental office in downtown Vancouver is looking for a career **Web /Publication Manager** who will be responsible for web management/design/maintenance and production of print, online and all other publications for the Commission. This is a permanent position working in an office (7.5 hrs/day, 5 days/week, except statutory holidays).

About the organization (www.npafc.org):

The North Pacific Anadromous Fish Commission (NPAFC) is an international intergovernmental organization established by the Convention for the Conservation of Anadromous Stocks in the North Pacific Ocean. The member countries are governments of Canada, Japan, Republic of Korea, Russian Federation, and the United States of America. The Commission was established in 1992.

About us:

We are a small 5-person office located in downtown Vancouver.

Qualifications for the position:

Degree/diploma in web design, publication design/management, and/or computer science
Minimum two years of experience in web management, publication graphics
Strong verbal and written English communication, and editing skills

The successful applicant will have:

- Web design/maintenance/management skills
 - Advance skills in web design and maintenance
 - Advance skills in html and CSS
 - Advance skills in Adobe Creative Suite for web, specifically:
 - Photoshop
 - Dreamweaver
 - Knowledge in Google Analytics
 - Knowledge in javascript and php
 - Knowledge in JQuery or similar web frameworks

- Publication graphics/editing skills
 - Experience in publication production and distribution process
 - Ability to proof-read for grammar, punctuation, and spelling
 - Ability to summarize and synthesize information
 - Advance skills in Adobe Creative Suite for print, specifically:
 - InDesign
 - Illustrator
 - Photoshop
 - Advance skills in formatting in Word, Excel and PowerPoint
 - Great typography skills
 - Knowledge in publication styles such as AFS or Chicago-style
 - Knowledge in DSLR Photography
 - Knowledge in medium to large photo library management (using Lightroom)

- Strong computer skills
 - Knowledge in Office 365 administration
 - Outlook/Exchange
 - Skype for Business, phone and video conferencing
 - Knowledge and experience in maintaining, troubleshooting and administering local area networks, PCs and connections to the internet
 - Capability to be on top of new web and publication related software
 - Capability to communicate with technology providers
 - Knowledge of general office equipment (PC, printer, photocopier, mail machine, fax, etc.)
- Basic administration
 - Knowledge of general administrative office procedures
 - Ability to support and assist office administration as requested
 - Ability to organize workload, prioritize/identify urgent work items
 - Strong sense of responsibility, commitment, and team work
 - Eagerness to learn and improve
 - Cheerful, friendly and mature disposition
- Travel:
 - Travel to local and international off-site meeting venue(s) at least once a year for 2 weeks
 - Render web/publication and light IT support to the office staff and participants
 - Flexible with working hours as the job requires

Assets:

- Knowledge of copyright legislation
- Knowledge in DOI, ISSN, and ISBN
- Knowledge of indexing print/online publications with commercial and private services

Benefits and Remuneration

- **Annual Salary:** We follow Canadian Federal Government's Salary Scale of AS-2, \$54,374/ann. (This is a 2013 rate. Once the 2016 rate becomes available, the salary will be adjusted retroactively.)
- **Starting date:** Immediate
- **Benefits:**
 - Group Pension
 - Medical: MSP,
 - Extended Health and Dental*
 - Life Insurance and Long Term Disability *
 - (*Waiting period will be required)
 - Annual Leave (15days/year)
 - Sick Leave (15 days/year)

No applications from outside Canada will be accepted.

For Canadian Residents: If the applicant resides outside Greater Vancouver, he/she must be able to come for an interview at his/her own expense. The successful applicant must reside in Greater Vancouver, B.C., Canada. No relocation expenses will be provided.

Send cover letter, resume, and portfolio weblink or pdf (not more than 20MB) to:
secretariat@npafc.org (no phone calls)

Applicants contacted for an interview will be required to bring at least two reference letters.