



**PUBLICATIONS PRODUCTION COORDINATOR  
COMMUNICATIONS  
WASHINGTON, DC [HEADQUARTERS]**

Are you passionate about economic fairness and social justice? Do you want to improve the lives of working people and strengthen the labor movement? If you answered, “Yes!,” then the AFL-CIO may be the right place for you. We are the largest federation of labor unions in the United States, and our team of dynamic professionals is dedicated to growing worker power and ensuring every working person has a voice on the job. When you work at the AFL-CIO, you’re more than just an individual employee—you’re helping to lead a movement with a proud history and a bright future ahead.

We are seeking an experienced and detail-oriented Publications Production Coordinator to oversee the production of high-quality print and digital materials. This role requires expertise in print and digital processes, vendor management, project management, and quality control. The Publications Production Coordinator will ensure that all printed and digital materials meet deadlines, budget constraints, and client expectations.

***Key Responsibilities:***

- **Project Management:** Oversee the end-to-end production of printed materials, including brochures, flyers, packaging, posters, catalogs, and more.
- **Vendor Management:** Select and manage relationships with print, graphic design and editing vendors and suppliers. Negotiate pricing, turnaround times, and quality standards.
- **Quality Control:** Ensure all printed materials meet high-quality standards by performing regular inspections and troubleshooting printing issues.
- **Budgeting & Cost Control:** Develop production budgets, monitor project costs, and find ways to reduce production costs without compromising quality.
- **Scheduling:** Create and manage production schedules to ensure timely delivery of print and digital projects. Coordinate with the design, editing team, and other departments to meet project deadlines.
- **Process Improvement:** Continuously improve production workflows and processes, implementing best practices for efficiency, cost reduction, and sustainability.
- **Troubleshooting:** Ability to troubleshoot technical issues and solve problems under pressure.
- **Communication:** Communicate with clients and internal stakeholders to provide project updates, manage expectations, and address concerns.
- **Team Leadership:** Supervise and guide a team of production staff, ensuring efficient collaboration and professional growth.

***Qualifications:***

- Bachelor’s degree in Print Production, Graphic Arts, Business Administration, or related field (preferred).
- Proven experience (3+ years) in print production management, ideally in a commercial or in-house print environment.

- Strong understanding of printing processes (offset, digital, large format, etc.) and materials.
- Experience in managing print projects from concept to completion.
- Strong project management skills, with the ability to prioritize and manage multiple projects simultaneously.
- Excellent communication, organizational, and leadership skills.
- Proficiency in Google Suite (Google Docs, Sheets, Slides, Forms, and Drive) and print/production-related software (e.g., Adobe Creative Suite (InDesign, Acrobat, Illustrator, Photoshop, PDF workflows, SmartSheetetc.).
- Knowledge of color theory, print specifications, and finishing techniques.

**Salary:** \$106,792.59

**Apply here:** <https://aflcio.exacthire.com/>

*Equal Opportunity Employer*