Position Title: Production & Vendor Coordinator

City: Tysons (McLean)

State: VA

Country:US

Type: 4 (Exempt, Bargaining Unit 1 (EB)

# of Openings: 1

Category: Communications/Media/Public Relations - Production & Vendor Coordinator

Company Name: Air Line Pilots Association, Int'l., Tysons (McLean), Virginia, United States

Description:

Production & Vendor Coordinator

The **Air Line Pilots Association, International (ALPA)**, the largest airline pilot union in the world and the largest non-governmental aviation safety organization in the world (representing over 80,000 pilots at 42 U.S. and Canadian airlines) seeks an experienced Production & Vendor Coordinator for our Tysons (McLean), Virginia office. The **Production & Vendor Coordinator** independently manages assigned promotional product and print projects from initial requirements through delivery, combining graphic design and production expertise with sourcing and vendor management. They develop and adapt artwork, prepare production-ready files, evaluate suppliers and quotes, and coordinate approvals, production schedules, and delivery commitments for requestors across the Association.

Serving as a primary project contact, the Coordinator clarifies specifications, obtains required information and decisions, and keeps requestors informed of progress and changes. They manage assigned vendor relationships, resolve complex technical and fulfillment issues, and recommend alternatives when quality, cost, availability, and/or timing affects a project. Responsibilities also include preparing procurement documentation, coordinating with Purchasing, and maintaining accurate project and vendor records.

Success requires sound design and production judgment, strong project management skills, clear communication, and proactive problem-solving. Reliable follow-through and consistent attention to quality, deadlines, and required approvals are essential to successful project delivery.

Interested applicants are requested to submit online portfolio links or work samples demonstrating relevant design and production work.

Travel: 0 - 2%.

ALPA is an equal opportunity employer that is committed to diversity and inclusion in a safe workplace. We prohibit discrimination, harassment and harmful behavior of any kind based on race, color, sex, religion, sexual orientation, national origin, gender identity, caste, disability, genetic information, pregnancy, or other protected characteristics as outlined in federal or provincial laws. We highly value everyone and all are encouraged to apply, including minorities, veterans, and people with disabilities.

This position is covered by a collective bargaining agreement.

ALPA is a member-driven, staff supported, union with two internal professional unions.

Qualifications:

- Bachelor's degree in Graphic Design, Communications, Project Management, or a related field from an accredited college or university required; or, the equivalent combination of education and experience.
- Three (3) years of professional experience in graphic design, production coordination, project management, procurement, vendor management, or a related field required; five (5) or more years strongly preferred. Experience must include production file preparation and managing projects involving vendors, multiple reviewers, competing priorities, and deadlines.
- Demonstrated graphic design and production experience, supported by a portfolio showing artwork development, adaptation, and preparation for production.
- Proficiency in Adobe Illustrator, InDesign, Photoshop, and Acrobat, including preparing and troubleshooting vendor-ready files.
- Experience independently coordinating projects involving multiple reviewers, vendors, deadlines, and production requirements.
- Knowledge of print and promotional product production, proof and sample review, file specifications, and quality control.
- Experience with vendor communication, sourcing, quote evaluation, and resolution of production and/or delivery issues.
- Strong organizational, written communication, interpersonal, and problem-solving skills; ability to exercise judgment and manage competing priorities.
- Ability to maintain accurate project and vendor records and work within established brand, sourcing, and approval requirements.
- Working proficiency in Microsoft Word, Outlook, Excel, and PowerPoint; ability to learn CFlow, SharePoint, and related workflow tools.
- Experience in an association, communications, advocacy, and/or union environment preferred.

Physical Demands:

Note: The physical demands described herein are characteristic of those that must be met to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential physical activities of this position described below.

Constantly operates a computer/smartphone/tablet. Vision, corrected or uncorrected, must be acute and discriminating. Regularly required to maintain a stationary position for long periods of time; move about the office and the local metropolitan area; determine what others have said or written; and, converse with others and exchange accurate information.

Regularly required to sit, stand, bend, reach, and move about the office. May also include occasional bending, stooping, squatting, and/or pushing and pulling or moving, e.g., to pack and/or move the shipping cases.

Occasionally required to move, raise, reach, and/or retrieve binders, books, boxes, and files up to ten (10) pounds (lbs.). While on travel, could be responsible to move, raise, reach, and/or retrieve luggage weighing as much as 50 lbs. (Assistance may not always be available.)

ALPA offers competitive salaries with terrific benefits, including:

- 401k Plan with Non-Elective Employer Contribution of 12% plus 2% contribution into a Market-Based Cash Balance Plan (MBCBP) after 180 days of employment. No employee contribution required! Employees can choose to make pre-tax, Roth, and after-tax contributions to the 401(k). The plan permits in-plan Roth conversions and has a 4-year vesting schedule. The MBCBP has a 3-year cliff vesting period;
- Generous health care benefits on day one – Aetna PPO Plan, Aetna High Deductible Health Plan, and a Kaiser HMO Plan (where available), which includes coverage for medical, dental, and vision benefits for the employee, their spouse, and/or dependent children. Employees do not have to pay premiums if they enroll in the Aetna High Deductible Health Plan or the Kaiser HMO Plan;
- days paid vacation and holidays per year plus 2 volunteer days per year;
- Generous sick and bereavement leave;
- Competitive parental leave;
- Company-paid coverage for long term disability, life insurance, and accidental death & dismemberment;
- Flexible Spending and Health Savings accounts;
- Retiree health plan and a retiree health account (retiree HRA). Funds in the retiree health account can be used to pay for eligible medical expenses in retirement;
- Education Assistance Program that reimburses 100% of eligible expenses;
- Optional benefits include a legal plan, supplemental life insurance, college 529 plan, pet insurance, long term care insurance, and qualified transportation fringe benefits (where available); and,
- Partial remote work opportunities are available after six months of service.

PROJECTED ANNUAL SALARY RANGE: $ 73,625.00 – $ 105,180.00

Relocation not provided.

Sponsorship not available for this position.

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Apply Here: https://www.click2apply.net/MDAV2aTJMVAeOiwketQxAN

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