

ASSISTANT PROJECT EDITOR (TRADE)

IVP Editorial

Position Description

Supervised by: Director of Editorial

Supervises: N/A

Status: Non-Exempt, Full or Part-Time

Location: IVP Office

To advance the purpose of InterVarsity, this position will assist the Director of Editorial in administrative tasks and author relations to produce high quality books.

MAJOR RESPONSIBILITIES

Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world

Assist with Book Projects

- Write cover copy
- Create cover concept sheets
- Provide names for reader reports to the administrative assistant
- Oversee endorsement work with authors, coordinating mailings with the administrative assistant
- Work directly with authors in managing workflow in later stages of book projects
- Participate in title brainstorming meetings when requested
- Request and review author corrections at various phases
- Correspond directly with authors regarding queries from copyediting, proofreading, and final checks
- Provide manuscript evaluations and reader reports as requested
- Process sample pages for trade books
- Assist editorial director with managing trial webinars
- Assist editorial director in preparing author newsletters
- Complete miscellaneous administrative tasks for the trade team

Participate as an Editorial Team Member

- Attend department meetings
- Attend weekly trade team meeting
- Review proposals when requested
- Attend office meetings
- Interact well with others in the department
- Relate well with personnel in all departments
- Build relationships with IVCF staff as opportunities arise
- Perform other tasks as assigned by supervisor
- Help maintain esprit de corps and joie de vivre within editorial department!

QUALIFICATIONS

REQUIRED QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ
- Bachelor's degree
- Editorial aptitude (strong grammar and spelling skills, accurate, detail-oriented)
- Ability to work across all IVP publishing lines
- Ability to learn quickly, work efficiently, and meet deadlines
- Good judgment and ability to work independently
- Proactive problem solver with high initiative
- Strong organizational and computer skills
- Good written and oral communication skills
- Ability to balance multiple projects and deadlines
- Demonstrated ability and commitment to work in a diverse team environment
- Attend Urbana Student Missions Conference every six years, Dec. 26-Jan.1, and National Staff Conference every three years (the year after Urbana), approximately Jan. 3-8

IDEAL QUALIFICATIONS

- Graduate degree preferred
- One year of experience in publishing preferred
- Familiarity with The Chicago Manual of Style, 17th edition
- Experience proofreading and copyediting
- Significant aptitude with Microsoft Word, including expertise in styles, templates and macros
- Familiarity with the publishing industry, particularly Christian book publishing
- A working knowledge of current Microsoft Software applications (Outlook, Word, Excel, Access and PowerPoint)

External Candidates: Please see instructions at ivpress.com/jobs to complete your online application and send your resume and cover letter to ivpcareers@ivpress.com.

For Internal Candidates Only: Please download and complete the Internal Application Form and also send your resume to ivpcareers@ivpress.com

InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Teamwork:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)