

Editorial Associate or Editorial Assistant

NOTE: The job title will be determined by the experience and education level of the candidate.

Editorial Support Team

Supervised by: Associate Managing Editor

Supervises: None

Status: Full-Time / Non-Exempt

Location: InterVarsity Press, Westmont, IL (*no remote location or telecommuting*)

Start Date: October 1, 2018

To advance the purpose of InterVarsity, this position assists members of the editorial department by Editorially-focused administrative functions and any one-time tasks that are needed, aiding the department in producing high-quality books on scheduled deadlines.

RESPONSIBILITIES

Editorial support tasks include but are not limited to:

- Copyediting and proofreading manuscripts
- Entering and reviewing corrections
- Preparing and formatting files for production
- Editing and reviewing indexes

Additional editorial support tasks may include:

- Proofreading marketing and publicity materials
- Managing the freelancer pool
- Coordinating and processing interior images
- Reviewing and processing reprint corrections
- Assigning and distributing new book title information

Other duties and responsibilities may be assigned depending on the needs of the department.

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree (graduate degree preferred for Editorial Associate)
- Minimum of 2 years of publishing experience (proofreading and copyediting experience preferred for Editorial Associate)
- Familiarity with *The Chicago Manual of Style*, 17th edition
- Effective oral and written communication skills
- Strong organizational and computer skills (aptitude with Microsoft Word preferred)
- Ability to learn quickly, balance multiple projects, work efficiently, and meet deadlines
- Good judgment and ability to work independently
- Demonstrated ability and commitment to work in a diverse team environment
- Flexibility to attend Urbana Student Missions Conference every three years, Dec. 26-Jan.1, and National Staff Conference every three years (the year after Urbana), approximately Jan. 3-8

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.

Editorial Assistant or Editorial Associate 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.

Team Work:

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)