

# Job Opening

## INTERVARSITY PRESS

P.O. Box 1400  
Downers Grove, IL 60515

430 Plaza Drive  
Westmont, IL 60559

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**TITLE:** Editorial Assistant

**Supervised by:** Associate managing editor

**Key relationships:** Editorial support staff, marketing and sales staff, production and layout staff, acquisitions and project editors, editorial directors

**Status:** Part time (28 hours per week), hourly

**Location:** On-site (no telecommuting)

**Start date:** Summer 2017

### FRAMEWORK

As an extension of InterVarsity Christian Fellowship/USA, InterVarsity Press serves those in the university, the church and the world by publishing resources that equip and encourage people to follow Jesus as Savior and Lord in all of life.

### PURPOSE

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

### MAJOR RESPONSIBILITIES

- Proofread sales, marketing, and publicity materials
- Proofread other materials and projects as requested
- Check corrections on typeset manuscripts
- Perform administrative office tasks, including filing and data entry
- Complete other tasks assigned by supervisor

## **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 learn quickly, work efficiently, and meet deadlines
- Good judgment and ability to work independently
- Proactive problem solver with high initiative
- Ability to work well with others
- Strong organizational and computer skills
- Good written and oral communication skills
- Ability to balance multiple projects and deadlines
- Flexibility to attend the Urbana Student Missions Conference every three years (December 26–January 1) and National Staff Conference every three years, the year after Urbana (approximately January 3–8)

## **IDEAL QUALIFICATIONS**

- Background in Bible and theology
- Familiarity with *The Chicago Manual of Style*, 16th edition
- Experience proofreading, copyediting, indexing
- Significant aptitude with Microsoft Word, including expertise in styles
- Familiarity with the publishing industry, particularly Christian book publishing

***Inquiries and applications may be directed to Ben McCoy at [bmccoy@ivpress.com](mailto:bmccoy@ivpress.com).  
No phone calls or walk-ins.***