

## Rights Assistant or Coordinator

**NOTE: The job title assigned will depend on the complexity of the work and the experience level of the candidate.**

Editorial Administration and Rights Team

Supervised by: Senior Rights & Contracts Manager

Supervises: None

Status: Full-Time / Non-Exempt (Rights Assistant); Exempt (Rights Coordinator)

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

Start Date: July 1, 2018

**To advance the purpose of InterVarsity, this position will** help expand the reach of InterVarsity Press into other languages and formats by promoting IVP titles to sublicensing partners and developing and maintaining good relationships with sublicensing partners.

### MAJOR RESPONSIBILITIES

#### **Coordinate promotional work for sublicensing:**

- Develop and maintain good relationships with international and domestic sublicensing partners
- Coordinate IVP's sublicensing eNewsletter and catalog mailings to sublicensing partners
- Promote IVP titles to sublicensing partners and develop new strategies for such promotion efforts
- Send reading copies and related materials to sublicensing partners
- Send early information about IVP titles to British publishers, Audio Book publishers, and IFES publishers
- Ability to provide compelling summary of key titles for IVP lists to foster sublicensing relationship
- Ability to navigate adoption of IVP titles through sublicensing rights requirements to ensure successful partnerships

#### **Coordinate book shows and travel arrangements:**

- Coordinate details for book shows and related events including travel, registration, and shipping books
- Schedule, prepare for, and follow up appointments
- Attend book shows and other related events, as needed
- Prepare reports on each show

#### **Provide administrative work as part of the editorial and administration and rights team:**

- Draft and process sublicensing contracts and cover letters
- Maintain accurate and up-to-date records of rights activities
- Respond to general customer inquiries related to sublicensing
- Communicate rights information to colleagues and authors
- Perform office functions to support sublicensing work (filing, data entry, etc.)
- Assist in miscellaneous functions of the Editorial Administration and Rights Team, as necessary

#### **Maintain technical and professional growth and development:**

- Stay current with computer programs InterVarsity uses to support the above functions
- Stay current on developments in the fields of sublicensing and international book markets
- Attend workshops and classes as necessary

**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 is required.
- 0-2 years of publishing experience required.
- Flexibility to travel internationally and domestically, as needed.

- Ability to organize promotional events and the details involved
- Effective oral and written communication skills
- Open to learn new concepts, methods and skills
- 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](http://ivpress.com/jobs) to complete your online application and send your resume and cover letter to [ivpcareers@ivpress.com](mailto:ivpcareers@ivpress.com).

**For Internal Candidates Only:** Please download and complete the [Internal Application Form](#) and also send your resume to [ivpcareers@ivpress.com](mailto:ivpcareers@ivpress.com).

## **Rights Assistant or Rights Coordinator 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)