

Our Sunday Visitor

Date Posted: October 30, 2009

Job Title: Senior Editor

Job Summary:

Incumbent's primary function is to supervise the development of catechetical resources and materials for the Catholic market, ensuring quality, on-time product that reflects product/program vision.

Essential Job Functions (*=Non-essential tasks):

- Collaborate with Associate Publisher in program conception, vision/philosophy articulation, and prototyping.
- Work directly with authors, outside editors, and internal staff in the manuscript development process—discussing deadlines, providing feedback on content and direction of submissions with regard to doctrinal correctness, methodological soundness, and organization based on Writers' guidelines.
- Supervise internal editorial staff
- Developmentally edit manuscript as needed, assisting editors in addressing feedback of catechetical and theological consultants.
- Review and correct theology and age-appropriateness of product, consulting with catechetical and theological consultants as needed
- Develop correlations with diocesan curriculum guidelines, complete internal protocol assessments for submission to the Subcommittee on the Catechism and respond to reports received from the Subcommittee.
- * Other duties as required

Requirements:

Experience:

- Incumbent must have a minimum of 5-7 years experience in Catholic religious education market/textbook publishing.

Education:

- Bachelor's degree in Religion/Theology, Education, English, or related field required; Master's degree preferred.

Skills and Abilities:

- Incumbent must have excellent writing and editorial skills.
- Adept communicator, with strong interpersonal, decision-making, organizational, and time-management skills.
- Driven by a commitment to sharing faith in dynamic, balanced ways.
- Comfortable with working in various media.
- Accustomed to handling multiple tasks in a deadline-driven environment.
- With General understanding of budget and scheduling.

****NO RELOCATION WILL BE OFFERED FOR THIS POSITION****

(The above statements describe the general nature and level of work being performed in this job. They are not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management).