

**PACIFIC PRESS® PUBLISHING ASSOCIATION  
JOB DESCRIPTION**

**POSITION TITLE:** Associate Editor: Trade Books & Projects  
**REPORTS TO:** Vice President of Product Development  
**SUMMARY:** Serves as an editor of trade books, assisting in evaluating and editing trade books as assigned. Ensure that book content is in harmony with standards and doctrines of the Seventh-day Adventist Church.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- I. Trade Book Editor
  1. Line edit trade books.
  2. Interface with the author, secure approval at various stages, etc.
  3. Interface with designer and copy editor/proofreader.
  4. Keep the editorial portion of the project on schedule.
  5. Assist in planning the trade book lineup of titles in consultation with the Vice President of Product Development, and Acquisitions Editor, and the book editorial staff.
  6. Evaluate manuscripts and make recommendations to the book editors and to the acquisitions committee.
  7. Serve as a member of the Trade Book Acquisitions Committee.
- II. Editorial Coordinator of Trade Books Process
  1. Oversee
    - Office mail including submissions and author correspondence.
    - Project and author files.
    - Tracking the status of book projects through the delivery to production.
    - Circulation of copies of manuscripts under evaluation.
    - Registering and tracking all submissions to reject or accept.
    - Circulation of minutes from English Trade and Children’s Products Acquisitions Committees.
  2. Evaluate proposals/manuscripts to weed out inappropriate submissions.
  3. Communicate with authors by phone, email, and letter as needed.
  4. Create and handle author contracts as directed by the Vice President of Product Development and Book Publishing Committee.
- III. Editorial Coordinator of Signs Magazine
  1. Planning PPPA generated content of Signs
  2. Interfacing with Australian Signs staff
  3. Managing the editing process for the magazine
  4. Facilitating meetings of Signs editorial team
  5. Tracking the editorial process of the magazine
- IV. Comply with Pacific Press employee handbook guidelines.
- V. Maintain regular attendance at work.
- VI. This job description is not intended to be all-inclusive; the Associate Books Editor will also perform other reasonable related business duties as assigned by the Vice President of Product Development.

**EXPERIENCE:** An ordained or commissioned pastor or pastoral candidate of the Seventh-day Adventist Church who demonstrates a positive attitude toward the church, its mission, message, philosophy, and theology. Someone who has skills and knowledge of the doctrinal position of the church and can use print media to minister to the spiritual needs of readers. Experience in editorial work preferred. Basic knowledge of InCopy, Excel and Acrobat Reader is desirable. Must have competency in Word and the ability to exercise discretion and independent judgment.

**EDUCATION:** Graduate Degree in Religion /Theology. Course work Communication, English, Journalism preferred

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. If I have any questions about this job description or my job duties, I understand that I should ask my Supervisor or Vice President. I understand that Pacific Press reserves the right to revise or change job duties and responsibilities as the need arises. I represent that I am qualified to perform these job duties with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. I understand and agree that this job description does not create a contract of employment or change my “at-will” employment relationship with Pacific Press.

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Acknowledgement

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Date