

**PACIFIC PRESS® PUBLISHING ASSOCIATION**  
**JOB DESCRIPTION**

**POSITION TITLE:** Assistant Book Editor

**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. Assist in planning the trade book lineup of titles in consultation with the Vice President of Product Development, and Director of Signs Ministries and Sale/Book Editor/Acquisitions, and the book editorial staff.
- II. Evaluate manuscripts and make recommendations to the book editors and to the Acquisitions committee.
  1. Serve as a member of the Trade Book Acquisitions Committee.
  2. Ensure that all content is in harmony with the standards and doctrines of the Seventh-day Adventist Church.
- III. Editorial Duties
  1. Line-edit trade books and other products as assigned.
  2. Interface as needed with authors and keep projects on schedule.
  3. Work with the Vice President of Product Development to contract with freelance editors as needed. Integrate the work of contract editors into the in-house workflow.
  4. File copyright and Library of Congress forms and return copyrights to authors as directed.
- IV. Assist in the planning and editing of Signs magazine.
- V. Comply with Pacific Press employee handbook guidelines.
- VI. Maintain regular attendance at work.
- VII. This job description is not intended to be all-inclusive; the Assistant 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 continues to demonstrate 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 people's spiritual needs. Must have at least 3 years of experience in editorial work. Ability to exercise discretion and independent judgment. Must be competent in computer programs such as Excel, Word, and InCopy.

**EDUCATION:** B.A. in Religion, Communication, English, Journalism, etc., With advanced course work in Theology and Journalism desirable.

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