

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

**POSITION TITLE:** Managing Editor of Our Little Friend/Primary Treasure

**REPORTS TO:** Vice-President of Product Development

**SUMMARY:** Serve as Managing Editor of the OUR LITTLE FRIEND and PRIMARY TREASURE. Assist the trade book program by managing and evaluating submissions, preparing contracts, and handling copyright forms.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- I. Managing Editor of Our Little Friend/Primary Treasure Functions
  1. Edit selected manuscripts.
    - Assign story ideas and activities for upcoming issues.
    - Seek new authors and illustrators.
    - Meet copy deadlines for magazines.
    - Approve copyediting.
    - Assign art and coordinate with illustrator and designer.
    - Proofread soft page make-up.
    - Write captions as needed.
  2. Read and evaluate manuscripts, photos, puzzles, and poems.
  3. Responsible for
    - Opening and caring for mail.
    - Returning rejected manuscripts
    - Sending complimentary copies of each issue to respective authors.
    - Keyboarding copy
    - Applying for copyrights of each magazine issue.
  4. Determine payment for material that has been selected.
    - Prepare purchase requests for manuscripts.
    - Mail Checks and acceptance letters.
    - Maintain Inventory of purchased material.
  5. Answer correspondence.
  6. Plan and control expenses as specified in the budget.
  7. Keep track of magazine schedules.
  8. Maintain magazine website.
  9. Serve as a member of the Trade Book Acquisitions Committee.
  10. Archive magazine files.
    - Maintain author's files and articles on the computer system.
- II. General Job Functions
  1. Comply with Pacific Press employee handbook guidelines.
  2. Maintain regular attendance at work.
  3. This job description is not intended to be all-inclusive, the Managing Editor of Our Little Friend/Primary Treasure will also perform other reasonable related business duties as assigned by the Vice President of Product Development.

**EXPERIENCE:** Previous work with Primary and Kindergarten age children is essential; e.g. teaching grade school or children's Sabbath School participation and leadership. Prior work as an Editor. Proven writing ability. Ability to use discretion and independent judgment.

**EDUCATION:**

A B.A. degree in Communications, English, or Elementary education or the equivalent in work experience.

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

Date