



POSITION DESCRIPTION

TITLE: Editor II, SLC Adult, Content Developer

Reporting Relationships:

Direct Manager: Product Portfolio Manager, Curriculum

Reports: 0

Strategic Responsibility:

Primary purpose of the position is to manage and edit Standard Lesson Commentary (SLC) adult curriculum products alongside other editors of the product line, ensuring the highest quality product is created and presented to the church and marketplace. The incumbent will ensure each project is copyedited and managed through the typesetting and proofreading processes, and then delivered for printing. This person will work with a variety of personnel and procedures to ensure products are sent to press on time and in a manner that ensures the products are printed correctly. Expertise with handling multiple projects, coordinating with teammates and other teams, and maintaining deadlines is essential.

Develop product (including but not exclusive to curriculum and supporting curriculum pieces) by writing and/or developmentally editing in the author's voice and for the designated audience. Work with a variety of personnel and procedures to ensure processes are the most efficient and effective while content remains of the highest quality. Expertise with handling multiple projects, coordinating with other offices, and maintaining deadlines is essential.

Position Requirements:

- Formal Education: Master of Divinity or Master of Theological Studies required. PhD preferred.
- Preferred Experience: Two or more years experience in editing, developmental editing or publishing experience. Will consider candidates who have demonstrable critical thinking and writing abilities in the form of school work or extracurriculars.
- Specialized Knowledge: Familiarity with the Chicago Manual of Style preferred but not required.
- Equipment Knowledge: MS Office (particularly Word and PowerPoint applications), previous experience with Mac computer and Adobe InDesign preferred but not required.

Core Competencies:

- Good Decision Maker
- Perceptive
- Good task focus
- Forward-thinking attitude
- Rational thinker
- Realistic
- Accurate
- Not easily overwhelmed
- Sound judgment
- Contribute to a working environment of mutual Christian encouragement by upholding Christian standards in all working practices and relationships

Job Description:

Task	Performance Measurement
1. Develop high-quality SLC resources within production schedule and budgetary constraints <ul style="list-style-type: none"> • Acquire, edit, and post online resources • Edit freelance submissions according to brand style for biblical accuracy and acceptability to users • Copyfit Student Guide text via InDesign according to the high standards of the SLC product line • Advise on design of visuals (particularly maps and charts) and covers • Produce PowerPoint presentations and other resources for each lesson • Provide final quality check before sending files to the printer 	
2. Utilize excellent organizational and relational skills with unique problem-solving ability to deliver products according to scheduled deadlines <ul style="list-style-type: none"> • Contribute to the growth and development of working partnerships with in- and out-of-house contributors to maximize production efficiency and product viability • Generate, monitor progress of, and approve payments for freelance contracts 	
3. Work closely with internal team members—particularly the production, purchasing, marketing, and sales—to provide and receive deliverables in a timely fashion <ul style="list-style-type: none"> • Interface with scheduling staff and all members of the SLC Team 	
4. Project manage and developmentally edit assigned titles, aiming at the unique audiences and categories designated for the titles, and following David C Cook House Style	

<p>5. Closely manage the developmental editing process when it is necessary to utilize outside freelance editors, providing detailed instructions and providing feedback to the first lesson/chapter edited to ensure the whole of the work will be satisfactory.</p> <ul style="list-style-type: none"> • Review work and offer insights that ensure the most efficient and effective processes are in places, while delivering the expected level of quality. 	
<p>6. Perform other job-related duties as assigned</p>	<p>Displays a cheerful disposition in working on projects outside the typical workflow of this position. Effectively helps others in special projects.</p>

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. David C Cook is a dynamic work environment where positions evolve and change. As a result, the Company reserves the right to modify, delete or add job responsibilities, metrics and benchmarks as necessary to meet business needs. In addition, expectations of performance will be defined in regular performance discussions.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Employee Receipt of Position Description:

I, _____, agree that I have received a copy of this job description and that I have reviewed and understand this job description in its entirety and state that I can perform the essential functions of this job

_____ Without reasonable accommodation

_____ With reasonable accommodation

(Signed) _____

Date: _____

Print Name: _____