



National Association of Congregational
Christian Churches
Oak Creek, Wisconsin

EDITOR of *The Congregationalist Magazine*

The National Association of Congregational Christian Churches (NACCC) is a non-profit organization comprising 300 diverse Congregational churches throughout the United States. The NACCC supports its membership by providing resources and fellowship opportunities, encouraging connectivity through the exchange of ideas and practices. In the spirit of Congregationalism, the NACCC works to serve humanity, supporting global missions.

The NACCC is looking for an **EDITOR** who will report to the Executive Director. The role is part-time, remote with occasional travel to Oak Creek, Wisconsin location.

The Editor will oversee all aspects of the publication of *The Congregationalist*, a magazine sponsored by the NACCC supporting and furthering the Congregational Way. Established in 1849, the magazine has been published continuously (quarterly) since 1958 in both print and online versions. This free publication offers its readers access to informative, educational, and thought-provoking articles based on the longstanding tradition of the Congregational Way blended with current day perspectives and topics.

Essential Job Functions:

- Independently develop the content of the magazine encouraging authors from diverse and multiple sources to contribute divergent views fostering dialogue about the Congregational Way in the 21st century. Content will also cover programs and events of the NACCC and its member churches.
- Exercise discretion in selecting articles for publication keeping in mind the mission, vision and purpose of the organization while engaging an editorial advisory board.
- Possess strong organizational skills to handle multiple priorities simultaneously with strict adherence to deadlines and budget guidelines.
- Establish and nurture effective collaborative relationships within the NACCC organization (staff, individual churches and constituents) as well as outside vendors and strategic alliances.
- Solicit, review and verify article submissions with final approval on inclusion and placement; provide exceptional copy-editing services to ensure accuracy, quality and appropriate length; and implement entire magazine layout.
- Hire and supervise all work contributed by independent, contract designers, proofreaders, and photographers.
- Oversee the solicitation of advertisements for the publication, setting advertising policies/rates and ensuring high level standards for truth and integrity.
- Work directly with the printer and mailing services to facilitate the timely and proper printing and distribution of every issue both in-print and online.
- Collaborate with development staff to assist in the annual appeal and other fundraising efforts.
- Promote and uphold an inclusive, diverse culture within the Association respectfully interacting with people of various backgrounds.

Knowledge, Skills and Abilities:

- Knowledge of and experience with the full life-cycle of production including copy-editing, layout, design, digital media, photography, advertising, printing, and circulation.
- Excellent communication skills – verbal, written, and interpersonal. Keen attention to detail and deadlines.
- Proficiency in MS Office (Word, Excel, PowerPoint), PDF Reader, Zoom, Trello, Adobe InCopy and Acrobat Pro. Familiarity with Adobe InDesign preferred.

Experience and Qualifications:

- Bachelor's degree (major: journalism, communication, or English preferred) or an equivalent of combined education and experience.
- Experience (5 years) in editing/publishing with a solid understanding of standard editorial guidelines.
- Proven ability to effectively collaborate with volunteer leadership, writers, outside vendors and constituents (readers), and to successfully manage the tasks and demands of the role independently.
- Professional demeanor with strong skills in problem resolution, time management, flexibility, and budget guidelines.

Work/Physical Requirements:

- Work remotely providing one's own office space, furniture, equipment including computer, printer, camera equipment, phone and internet service. As appropriate, the NACCC will provide resources to interface with any NACCC systems and technology.
- Able to travel to the annual meeting in late June and to the national office in Oak Creek, WI on occasion.
- This is a part-time, salaried position. Evaluation and compensation will be reviewed annually by the Executive Director in consultation with the Personnel and Administration Committee. The NACCC supports a small, close-knit staff and is attentive to work/life balance.

Salary:

Commensurate with experience.

NACCC is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, genetic factors, military/veteran status or other characteristics protected by law.

This position description is subject to change at any time.

TO APPLY: Email cover letter and resume to director@naccc.org. Review of applications will begin immediately. Applications will be accepted until position is filled.