



We are hiring an Associate Editor

The **American Baptist Home Missions Societies** (ABHMS) is a historic national nonprofit agency serving the needs of American Baptists across the United States and Puerto Rico. Owned and operated by ABHMS, Judson Press is a publishing ministry with nearly 200 years of service. The Judson Press backlist includes over 300 book titles plus other products such as adult curriculum and the daily devotional periodical.

Why does ABHMS need an Associate Editor?

The American Baptist Home Missions Societies (ABHMS) seeks an Associate Editor to join our team to serve as the editor for various publications, such as devotional and curricula resources and books, as well as digital products. The position is full-time and is based at ABHMS' corporate headquarters at the Leadership and Mission Building, 1075 First Avenue, King of Prussia, PA. Preferably, the successful candidate will be expected to commute to the office daily (relocation assistance is available).

The Successful Associate Editor

The Associate Editor is creative, edits, and has digital media experience with responsibility for providing direction, voice, accuracy, clarity and consistency to their assigned publications and digital products. As Judson Press moves to expand onto digital platforms and markets, they will have responsibility for editing, curating, and producing content digitally, included selected manuscripts, devotional content, and discipleship curriculum. As a digital curator the editor will use their knowledge of the publishing industry, ABHMS, Judson Press products and current trends in Christian publishing, to provide insights on reaching new authors, customers, and key groups. This position requires a high degree of attention to detail and accuracy, reading and editing skills, digital media skills, effective communication skills, and flexibility.

Collaborates with the publisher, senior editor, publicity coordinator, and marketing staff to organize and display Judson Press products digitally and otherwise. The Associate Editor works with colleagues across ABHMS to understand and promote the organization's products, events, and services. A strong customer service orientation with a passion for Christian discipleship and education will make the Associate Editor a highly engaged and dedicated co-worker. The ideal candidate will be committed to ABHMS' overall mission and values and be able to thrive in a diverse and multicultural work environment.

Key responsibilities and duties include, but are not limited, to:

- Serves as the editor for curricula and devotional resources.
- Edits designated manuscripts, books, and other Judson Press products as assigned.
- Recommends images or graphics reflective of the content and plans the digital components of the product.
- Recruits diverse writers to contribute relevant content for both established and emerging Judson Press publications.
- Maintains relevant information on freelancers, projects, books, and other associated projects.
- Creates and manages engaging printed and digital content, including images and guided themes, ensuring alignment with the Christian publishing brand and audience interests.
- Researches, develops, writes, revises, and edits content, including managing printed and digital materials for various publications.

- Familiarizes colleagues across ABHMS with the books, products, events, and services of Judson Press.
- Performs other relevant duties as assigned to support the overall goals and operations of Judson Press and ABHMS.

Additional requirements include:

- Bachelor's degree in relevant field
- Minimum of 3 years' experience with Christian publishing and editing Christian publications/church resources
- Experience with digital content creation in Christian publishing
- Experience in digital tools and web design is a plus
- Experience with social media management or digital marketing is a plus
- Experience working in an intergenerational setting is a plus
- Strong communication skills (oral and written)
- Experience collaborating with diverse people groups (race, gender, ethnicity, age)
- Proficiency with Microsoft Office Suite software (Outlook, Word, Excel, PowerPoint, SharePoint, etc.)
- Ability to learn new technologies and software
- Spanish fluency a plus

ABHMS is a great place to work! We offer an excellent compensation package: competitive salary and benefits (health insurance, paid time off and paid sick time, participation in a fully vested 403b). ABHMS provides the support needed to continue to develop our staff's knowledge, skills, and abilities along their chosen career path consistent with ABHMS' missional priorities and objectives. We offer a safe, professional work environment located at 1075 First Avenue in King of Prussia, PA.

We will begin reviewing applications after December 15th 2024. If interested, please send a Cover Letter and Resume to Lmiraz@abhms.org