



Human Resources Department

VACANCY NOTICE

- JOB TITLE:** Editor, Coordinator WCC Publications 50-60%
- DUTY STATION:** Geneva
- ROLE:** P category
- STARTING DATE:** 1 June 2019
- CONTRACT DURATION:** Indefinite
- POSITION AT (%):** 50-60%
- REPORTS TO:** Communication Director
- WORKS CLOSELY WITH:** **Internal:** The Communication Director, and designated staff in Communication.
- External:** Publishers, freelancers and authors.
- OBJECTIVE:** The Editor, Coordinator of WCC Publications, is part of the communication team and work as the co-editor for our website. He/she will provide editorial, strategic, creative and operational support across the work. He/she will play a key role in ensuring the communications are both influential and informative for the full range of our stakeholders.
- SPECIFIC RESPONSIBILITIES:**
- Work closely with the director of communication, the communication team and programme executives.
 - Help maintain and build the reputation of the WCC, specifically within the area of publications.
 - Implement publishing priorities for the WCC by working closely with WCC Director of Communication and WCC Communication Team, the Publications Review Board, and using outside expertise. Maintain and build contacts with co-publishers.
 - Consult with colleagues in the different programmes of the WCC about the planning of publication projects and the most appropriate form in which those could be published, both annually and as needs develop.

- Consult with co-publishers in various language areas around the globe towards publication of WCC titles, regarding both sole and co-published projects.
- Supervise the activities of initiatives, projects and staff within WCC Publications, including manuscript assessment, contract negotiating and writing, editorial and pre-production, production, print-buying, printing, distribution, internal and external copyrights and stock inventory.
- Manage online and hard copy distribution, marketing and sales of books, journals; provide guidance to programmatic resources and periodicals. Travel to various book fairs to establish and nurture co-publishing contacts.
- Prepare, monitor and maintain the annual operating budget of WCC Publications.
- Engage and maintain up-to-date contacts with freelancers for copyediting, layout / typesetting, graphic design, etc. for journals, books and publicity.
- Contribute to the work of WCC Communication as a whole including strategy development and implementation and the mutually beneficial integration of communication and programmes.
- Keep up to date on best practice within the ecumenical sector /NGO sector generally and particularly changes to communications innovation, legislation and codes of practice.
- Any other responsibilities as requested by the director of communication.

QUALIFICATIONS AND SPECIAL REQUIREMENTS:

- 10 years' experience in editing and book production;
 - University degree (Master) in communications, theology, or related field;
 - Professional editorial and writing skills, familiarity with publishing processes, interest or background in theology or related disciplines;
 - Sensitivity to the multicultural and multi-confessional settings of a Christian faith-based organization;
 - Independent working style, organized, flexible;
 - English mother tongue and knowledge of other languages (French, German, and Spanish) is an asset;
 - Information technology: Word, Excel, Internet, social media, etc...
- This position is open to consultants based outside Switzerland.

DEADLINE FOR APPLICATION: 15 April 2019

- Apply for this position by clicking on the following link:
<https://wcccoe.recruiterbox.com/jobs/fk0jtsr>

ABOUT HUMAN RESOURCES AT THE WCC: The WCC is an equal opportunity employer. The sole criteria for recruitment, training and career opportunities are qualification, skills, experience and performance to all its staff members.