



# World Council of Churches

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## Human Resources

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Geneva, 19 May 2015

The **World Council of Churches (WCC)** is an ecumenical fellowship of churches founded in 1948, which brings together 345 Christian denominations from all over the world and promotes Christian unity in faith, witness and service for a just and peaceful world.

Based in Geneva (Le Grand Saconnex), the WCC is looking for an **Assistant Editor for WCC Publications at 100%**.

<b>STARTING DATE:</b>	<b>As soon as possible</b>
<b>REPORTS TO:</b>	<b>Publisher / Director of Communications</b>
<b>TASK:</b>	<b>Working with the publisher and the senior editor, the assistant editor will manage the production phases of twenty books, ten issues of WCC journals, and approximately six programme report booklets per year.</b>

### Specific responsibilities:

1. Coordinate with freelance copyeditors, typesetters, proof-readers, cover designers, and authors to ensure timely and quality pre-press operations
2. Supervise and review copyediting, typesetting, and proofreading of book and journal projects
3. Copyedit and proofread books, journal issues, reports and brochures for conformity to WCC Style Guide
4. Maintain electronic archive of WCC printer files
5. Support publisher and senior editor in implementing WCCP strategic plan and seasonal publishing programme
6. Support seasonal marketing, distribution and fulfilment of WCC Publications.
7. Write and/or edit marketing copy, catalogue copy, flyers, brochures for WCC Publications and other WCC-related pieces, in conjunction with Communications project assistant
8. Coordinate WCCP events, such as author signings, book launches, discussion forums
9. Design and typeset project texts and covers, as schedule allows

**Qualifications and special requirements:**

**Experience:**

Two to three years of editorial and project or production management experience, particularly in books and journal publishing.

**Education:**

University degree (bachelors / masters or equivalent) in communications, theology, or related field.

**Competencies:**

- 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.

**Language skills:**

English as mother tongue. At least one other of the WCC official languages (French, German, Spanish) an asset.

**Deadline for applications:** 31 May 2015

Applications (up-dated CV, motivation letter, work certificate or letter of reference) are to be returned to: Human Resources Department, [recruitment@wcc-coe.org](mailto:recruitment@wcc-coe.org)