

Position Announcement:

The Journal of Inter-Religious Studies (JIRS), an online publication of the Center for Interreligious and Communal Leadership Education (CIRCLE), a program of Andover Newton Theological School and Hebrew College, is seeking a part time Editorial Assistant.

To apply, please send a cover letter, CV and two letters of recommendation to Stephanie Varnon-Hughes, JIRS Editor in Chief, at Stephanie@irdialogue.org and to Soren Hessler, CIRCLE administrator, at shessler@ants.edu

Editorial Assistant Job Description:

Provide editorial support to the Editor in Chief for all three issues of the JIRS each year. This typically involves 3-5 hours a week including a weekly staff call. Expect increased hours in the weeks leading up to each of three publications per year (fall, winter, spring). Flexible hours, ability to work remotely. Starting immediately.

The ideal candidate will have excellent written, oral, and social media communication skills, fluency with word processing programs, basic web editing with blogging platforms, experience with academic writing and editing, and the capacity to prioritize and complete tasks in a timely fashion. He or she will have the ability to work with a religiously diverse community of people. Experience working in an academic setting is a plus. Experience working with Adobe Publishing a plus.

Responsibilities:

Editing issues of the JIRS

- With the Editor-in-Chief, compile all articles of each issue for copyediting, formatting, and publication through our Wordpress blog
- Work with individual authors throughout the editing process
- Collect and file necessary information from each author (copyright forms, biographies)

General editorial support

- Check submissions account daily, respond to questions and submissions, file submissions for review
- Communicate submissions for review to Editor in Chief, work to redact articles and put into review process
- Communicate with reviewers and authors on status of submissions

Outreach and communications

- Weekly, update Twitter and Facebook accounts for the JIRS
- Answer general, non-submission inquiries in the JIRS e-mail account
- Participate in weekly conference calls with CIRCLE, JIRS, and State of Formation staff

Computer and Editorial Skills:

Proficient with Word, and basic Web editing through blogging platforms, proficient with Chicago Manual of Style and academic writing and publishing.

Background of *The Journal of Inter-Religious Studies*:

Founded in 2009, *The Journal of Inter-Religious Studies*™ is a forum for academic, social, and timely issues affecting religious communities around the world. It is designed to increase the quality and frequency of interchanges between religious groups and their leaders. The Journal seeks to build an inter-religious community of scholars, in which people of different traditions learn from one another and work together for the common good. The *Journal* became a publication of CIRCLE in 2012.

Background of CIRCLE:

Founded in 2008 with a generous grant from the Henry Luce Foundation, CIRCLE is a joint initiative of Andover Newton Theological School (ANTS) and Hebrew College (HC). CIRCLE's mission is to help prepare religious leaders for service in a religiously diverse society, and to provide adult learners with high quality educational opportunities and resources. The range of CIRCLE initiatives includes: 1) Joint academic courses for graduate students from Andover Newton Theological School and Hebrew College and for students who are a part of the Boston Theological Institute, a consortium of 10 seminaries and divinity schools in Greater Boston; 2) a fellowship for outstanding graduate students from the two schools—Jewish, Christian, and Unitarian Universalist—and for Muslim community leaders; 3) interfaith peer groups of 8-10 participants that meet once monthly for interfaith study, action, and intentional conversation; 4) *The Journal of Inter-Religious Dialogue (JIRD)*, the largest peer-reviewed interfaith journal in the United States, and 5) *State of Formation (SoF)*, a unique online platform for dialogue among emerging religious and ethical leaders from diverse religious and cultural traditions with over 150 contributors.