

SDI Publication Content Editor – Part-Time/Contractor

Job Description:

Are you comfortable working with a small team and possess exceptional editorial skills? Are you quick on your feet and calm under pressure? In this position, the right person will take responsibility of editorial duties and content refinement to help SDI produce world class publications.

For the past 30 years Spiritual Directors International has been inspiring and connecting seekers with spiritual guidance. With more than five thousand members on six continents, SDI supports a diverse and dynamic community of spiritual companions and seekers through conferences, workshops, educational programs, publications, journeys and other offerings. For examples see: sdicompanions.org.

Summary:

The SDI Publication Content Editor will take charge of various SDI publications including our website content and our quarterly publications *Presence Journal* and *Connections*. This role may also review book proposals and provide editorial services for SDI Press books. The role requires outstanding organizational, communication, and problem-solving skills, the ability to meet deadlines, and a welcoming attitude.

Responsibilities:

- Solicit articles for our various publications.
- Review article submittals in coordination with the review board as appropriate.
- Coordinate activities of copyeditors and proofreaders.
- Work in collaboration with the Creative Team and the Executive Director.
- Establish and work within your budget, with a keen eye on Return On Investment (ROI).
- Craft reports and present activities, outcomes, and metrics to executive management.
- Ensuring publications are developed on-time and completed per schedule.
- Review and edit SDI Press books.
- Other tasks as required.

Qualifications:

- BA or MA in English, communications, or a similar field, or equivalent experience.
- A minimum of seven years of experience with editing.
- Excellent written and verbal communication skills.
- High attention to detail.
- Solid understanding of editorial guidelines and trade-offs.
- Working in an Educational environment or similar experience desired.
- Proficient with computer skills: Microsoft Office (Required), Adobe InDesign (Desired).
- Proven experience in project management, copyediting, and copywriting.
- Demonstrated creative abilities.
- Excellent communications and organizational skills.
- Ability to take full responsibility for deliverables and meeting deadlines.
- Experience with staying within a budget.
- Ability to thrive on a small nonprofit team in an ambitious and contemplative environment.

- Professional and encouraging demeanor, able to work effectively as an individual as well as with a diverse, international team.
- Demonstrates excellent work ethic. Must be dependable, self-motivated, poised, and professional.
- Ability to work flexible hours, including some evenings and weekends.
- Background in spirituality and Spiritual Companionship highly desirable.
- Multilingual is helpful, but not required.
- Global, multi-cultural, experience preferred.

MISC Requirements:

- US Citizen or proof of authorization to work in the US.

Time, Location, Compensation, Application Instructions

Part-Time/Contract: TBD hours per week (Remote work possible)

Compensation: Depending on experience

E-mail the following:

- Cover letter, including your compensation expectations
- Résumé

Standard criminal background check will be conducted.

SDI is an equal opportunity employer. People from all backgrounds, ethnicities, gender identities, and spiritual orientations are strongly encouraged to apply. SDI is deeply committed to a diverse workforce.

Job starts immediately. No telephone calls.