



We are searching for a **Publishing Administrative Coordinator**

For more than 150 years, American Baptist Home Mission Societies has answered God's call to meet the needs of those living on the margins. The ministries we support across the United States and Puerto Rico transform and heal communities dealing with poverty, disaster and crisis. Judson Press is a publishing ministry and provides Christ-centered leadership resources to transform persons, congregations, communities, and cultures. Its backlist of 350 titles is distributed internationally, and resources can be found in churches, libraries, educational institutions, and secular and Christian bookstores.

[American Baptist Home Mission Societies \(abhms.org\)](http://abhms.org)

[Center for Continuous Learning | ABHMS \(ministrelife.org\)](http://ministrelife.org)

[Judson Press](http://judsonpress.org)

Essential Purpose of the Position This individual works at the crossroads of the editorial and business sides of the ABHMS publishing ministry, Judson Press. The position is designed to support the Publisher in the day-to-day business operations of Judson Press. This includes engagement and participation in editorial research, metadata creation, and representing Judson Press to authors, agents, vendors, customers, and other ABHMS staff and partners. This position is full-time and is available immediately. The successful candidate will need to be within commuting distance of Valley Forge, Pa., as the position is based in the corporate offices of ABHMS/Judson Press.

Primary Duties and Responsibilities

- Administrative support for Publisher and Senior Editor.
- Copyediting (technical editing) of publication and promotional materials.
- Serve as project manager for new initiatives or special programs, as assigned by Publisher.
- Coordinates editorial and production meetings and is responsible for notes.
- Ensure freelancer and vendor agreements are processed and paid appropriately and in timely fashion, in coordination with Finance team.
- Provide support to editorial and production teams to ensure deadlines are met, troubleshoot or escalate (as appropriate) to prevent missed product deadlines or other business issues.
- Provide support and backup for reprints, permissions, archiving, etc.
- Represent Publisher and/or Senior Editor in collaborating with internal staff units (such as Communications/Marketing, IT, Finance).
- Provide support and serve as backup to customer service representatives
- Update title management database (Elan) and web-based sales reporting tools (e.g., PubAlley) and e-catalogs (e.g., Edelweiss).
- Maintain metadata and keywords.
- Participate in the planning and execution of conferences, exhibits, and events (online, onsite, and offsite).
- Provide other administrative services for the Publishing unit, as assigned.
- Other relevant duties, as assigned.

- Occasional travel to conferences/events may be required.

Knowledge, Skills, and Experiences Required

- Appreciation for the mission, vision, values, and goals of ABHMS and Judson Press.
- A passion for working with religious professionals.
- A passion for reading and content-sharing.
- Bachelor's degree in English, editing, journalism, strategic communications, or business, or related fields.
- Strong copyediting skills (manuscripts, editorial projects, promotional products, other forms printed, digital, and content products).
- Minimum of 2-years' experience in corporate administrative/project management; experience in publishing, editorial, or production work a plus.
- Strong skills in networking and the use of diverse social media platforms.
- Strong communications and presentation skills required (both oral and written), with the ability to communicate with diverse audiences.
- Demonstrated cultural competency and ability to work with groups of diverse individuals in a respectful, equitable, and inclusive ways.
- Highly organized, multi-tasker with strong project management and time management skills.
- Proficiency with Microsoft Office and Internet applications required.
- Self-motivated with an ability to work individually, collaboratively, and in teams.
- Creativity, critical thinking and consistency of quality work are required for success.
- Strong professional ethics and sensitivity to confidentiality and accuracy in handling records.
- Experience working in non-profit and/or faith-based organization a plus.
- Able to promote a positive work environment and a spirit of cooperation.
- Able to occasionally work an irregular schedule, evenings or weekends.
- Able to occasionally travel.
- Able to commute daily to ABHMS corporate offices in King of Prussia, Pa.

At ABHMS, our team-oriented collaborative approach allows for ample learning and development opportunities. ABHMS is an ideal atmosphere in which to best use your skills and talents, and is eager for your input, ideas, and inspiration. ABHMS is a great company to work for and is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Our total rewards package includes excellent salary and a generous selection of benefits: comprehensive health insurance (medical, vision, Rx and dental), a generous amount of paid vacation and holidays and paid sick time, plus employer-provided funds into a fully vested 403b). ABHMS provides staff with the support needed to continue to develop 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 the Leadership & Mission Building, 1075 1st Avenue in King of Prussia, PA.

This is full-time position and is open immediately. We will begin reviewing applications **as early as January 31st 2022** and position will close when we find ideal candidate. If interested, please send a **Cover Letter** and **Current Resumé** (Doc or Docx format) to HRMatters@abhms.org **as early as possible.**

The American Baptist Home Mission Societies is an equal opportunity employer.