

*The Journal of Interreligious Studies* (JIRS), an online publication of the Betty Ann Greenbaum Miller Center for Interreligious Learning & Leadership at Hebrew College and Boston University School of Theology, is seeking a **part-time Assistant Editor**.

Founded in 2009, *The Journal of Interreligious 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 interreligious 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 Hebrew College and Boston University in 2016.

The Assistant Editor will 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/summer). Flexible hours, ability to work remotely; this position is slated to start immediately.

### **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

### **Skills/Experience:**

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.

To apply, please send a cover letter, CV, and list of references to Rev. Soren M. Hessler, Associate Director of the Miller Center at [shessler@hebrewcollege.edu](mailto:shessler@hebrewcollege.edu).