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POSITION: Managing Editor, *Review for Religious*

REPORTS TO: COO, Conference of Major Superiors of Men (CMSM)

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OVERVIEW

Review for Religious was published by Jesuits of the Missouri Province from 1942 through January 2012. This journal published articles of interest for Catholic women and men religious across the spectrum of religious life from active apostolic communities to contemplative monastic communities and covered a wide range of topics pertinent to religious life—prayer and spirituality, current best practices, and helpful canonical guidelines, etc.

In Fall 2020, CMSM plans to reboot *Review for Religious*. With a renewed dual focus on academic scholarship and reflections on topics relevant to religious life, *Review* will be published three times annually, and will welcome contributions from a wide variety of fields, disciplines, and perspectives.

POSITION DESCRIPTION:

The Managing Editor will oversee the design, solicitation of articles, and publication process of *Review for Religious*. This includes supporting an Editorial Board, soliciting peer reviewers, and working directly with the publisher. The Managing Editor should also be open to working with sales and fundraising programs.

KEY RESPONSIBILITIES:

- Handle all manuscripts, from receipt to publication or rejection. Keep an utmost commitment to both honesty and charity in all communications.
- Promote the journal in all appropriate places. Seek submissions that maintain the high standards of *Review for Religious*, but be aware of new opportunities for growth, scholarship, or service.
- Devise an annual publication schedule. Keep everyone to it (including a group of volunteer editors).
- Support the editor-in-chief in planning and running editorial board meetings.
- Lead the peer review process. Recruit high-quality volunteer peer reviewers, communicate decisions and observations.
- Lead the publication process, in partnership with the chosen publishing house.

We want to engage someone who sees this an opportunity for service to the Church, who is open to responsibilities that we have not outlined, and who sees themselves as a

partner to CMSM, the Review for Religious team, and religious within the Church generally.

While we have a preference for a candidate based in the DC/MD/VA region, we would be open to candidates from other parts of the world, as long as they have a strong internet connection.

PREFERRED SKILLS, QUALIFICATIONS AND EXPERIENCE:

- A practicing Catholic with a general knowledge of the structures, management, and missions of religious institutes of the Catholic Church.
- Understanding of academia.
- Background in Catholic theology preferred.
- Significant experience in academia, theology, church management, or publishing preferred.
- Excellent verbal and written communication skills.
- Ability to work both independently and collaboratively.
- Exceptional interpersonal and collaborative skills.
- High degree of initiative and a self-starter.

COMPENSATION AND EXPECTATIONS:

The incumbent will work 10-20 hours per week during the spring and fall, with fewer expected in the summer and December/January.

The initial pay will be \$20/hour.

Updated 08/17/2020.