

# JOB DESCRIPTION

Position Title: INDEPENDENT CONTRACTOR, Book Review Editor, Journal of Lutheran Ethics

Position Type: part-time, 1-year (renewable) contract

Location: remote

The Book Review Editor is an independent contractor who contributes to the mission and vision of the online Journal of Lutheran Ethics (JLE). In coordination with the Editor and Publisher of JLE, the Book Review Editor procures written reviews of books that are of interest to scholarly and ecclesial audiences and consistent with the values, goals, and audience of JLE. This position reports to the Director of Theological Ethics.

## **Specific Responsibilities by Category**

### **Procurement and Editing**

- Identify authors and solicit reviews for at least 2 books per issue of JLE (published six times per year);
- Edit reviews as needed, with attention to content, approved format, and ELCA style guide;
- Provide completed reviews to publishing staff by 15<sup>th</sup> of month preceding publication;
- Ensure that reviews are consistent with the values and expectations of the ELCA and JLE;
- Ensure diversity of reviewers and of books reviewed;
- Lead procurement and editing of annual book review issue (June), including at least 5 book reviews.

### **Communications and Logistics**

- Maintain clear and consistent communication with Editor, publishing staff, and book reviewers as needed;
- With the Editor and Publisher of JLE, prepare annual schedule for book reviews consistent with themes of each issue;
- Attend and report to JLE Advisory Committee at annual meeting;
- Arrange for receipt of books by reviewers in a timely fashion.

### **Relationships**

- Represent JLE in relationships with major publishing houses;
- Collaborate closely with JLE Editor, Publisher, and Advisory Board;
- Provide for opportunities for authors to respond to reviews within JLE, when necessary;
- Ensure reviews are free of defamatory or harmful language;
- Develop strong working relationships with network of reviewers to further the work of JLE.

This position may involve travel to events, such as the Lutheran Ethicists Gathering and the annual meetings of the Society of Christian Ethics and the American Academy of Religion. All reasonable travel expenses will be covered by the ELCA. The Book Review Editor will be compensated monthly, for a total of \$5000 per year for this work.

If you are interested in this contract position, please fill out the interest form here:

<https://forms.office.com/r/KThmeKCFbh>.