

**Senior Editor,
Journal of Christian Nursing**

Nurses Christian Fellowship (NCF)

Position Description

Supervised by: Nurses Christian Fellowship National Director
Supervises: Associate Editor(s), JCN Contributing Editor(s), Volunteer(s)
Status: Part-time / Exempt
Location: National (non-NSC)

To advance the purpose of InterVarsity, this position will oversee, develop, edit, and produce the *Journal of Christian Nursing (JCN)* and other NCF publications when needed.

MAJOR RESPONSIBILITIES**Personal:**

- Be a maturing disciple of Jesus Christ
- Grow in love for God through the classic disciplines of the Christian life
- Model a biblical life style
- Be engaged with the profession of nursing, maintaining current knowledge of professional and educational issues

Publication of the Journal of Christian Nursing:**Mission and Vision -**

- Assist with advancing the NCF mission through the JCN
- Fulfill the editorial mission of JCN to help students, nurses, and educators practice from a biblically-based, Christian perspective
- Keep abreast of current nursing issues, trends, scholarship, literature, and research
- Represent JCN, NCF, and IVCF to professional, publishing, and other interested groups as assigned
- Oversee development of a plan for JCN publication of topics and content significant to the vision of InterVarsity, NCF, and a Christian worldview in nursing
- Recommend and mentor JCN Advisory Panel and Review Panel Members
- Recruit and mentor JCN authors

Publication Process -

- Collaborate with JCN publishing staff regarding all aspects of JCN publication
- Review and assign manuscripts to peer-reviewers at Editorial Manager website; consult when needed with the National Director
- Make decisions on acceptance, rejection, and revision of manuscripts; consult with the National Director when needed
- Select manuscripts for each issue of JCN and collaborate with NCF Director and Associate Editor to determine final articles for publication
- Collaborate with JCN Associate Editor, Contributing Editors to edit manuscripts (print, online-only, publish-ahead-of-print) for content and overall style; consult with NCF Director as needed
- In collaboration with the Associate Editor, prepare the continuing education content for each JCN issue (two per issue) according to American Nurses Credentialing Center and JCN publisher standards and guidelines
- Collaborate with Associate Editor and assigned Contributing Editor to proof and correct publication proofs and submit to NCF Director and/or JCN publisher
- Collaborate with NCF Director and Associate Editor to develop and maintain JCN electronic journals platform (website, blog)

Leadership:

- Participate and engage fully with the JCN Staff to set the vision and direction, prepare long range plans, implement and evaluate annual plans, and grow as a team, depending on God in prayer
- Assist with leading the JCN staff to:
 - Grow as a team, depending on God in prayer
 - Set vision and direction for the JCN
 - Collaborate with JCN authors, JCN publisher staff, advertisers, Advisory and Review Panel Members, and NCF staff to publish each quarterly issue
 - Evaluate the JCN publication process and annual plan

- Assist with keeping the JCN presence on NCF websites and pages up-to-date

Supervision:

- Oversees day-to-day management of the journal with the JCN Associate Editor and volunteer Contributing Editors
- Empowers others to fulfill their positions/ roles and responsibilities effectively and to accomplish the team's annual and long-term goals
- Provide encouragement, accountability, and ongoing feedback on individual performance
- Foster an environment of spiritual growth

Administration:

- Assist with developing annual and long-range plans with measurable objectives for JCN
- Achieve goals while meeting budgets and schedules

Maintain sound financial status for the area:

- Secure personal financial and prayer support: As an InterVarsity Staff Member, you will develop a team of ministry partners – churches and individuals (including alumni and community members) – who will resource the ministry financially, in prayer, or volunteer service that advances the mission. To fulfill this responsibility you will:
 - Comply with all InterVarsity Ministry Partnership Policies
 - Raise the financial budget for your staff position as assigned by your supervisor
 - Develop on-going, long-lasting partnerships with alumni, faculty advisors and volunteers
 - Communicate regularly with your ministry partners, nurturing the relationship through visits, phone calls, emails and regular prayer letters
 - Identify and invest in advocates who will build networks of volunteers and donors on InterVarsity's behalf in collaboration with other NCF staff
- Maintain expenses within allocated budget

Assure compliance with InterVarsity policies and procedures:

- Adhere to the risk management policies
- Follow the budgeting and expense reporting guidelines
- Fulfill monthly reporting requirements

QUALIFICATIONS

- Annually affirm:
 - InterVarsity's Statement of Agreement
 - InterVarsity's Code of Conduct
- Graduate degree (nursing preferred)
- Current RN licensure in state of residence
- 3-5 years' experience evaluating and/or using qualitative and quantitative research methodologies
- 3-5 years' experience writing and editing scholarly content
- 3-5 years' experience with computers, online systems/programs, and website editing
- 3-5 years' of experience in management and supervision
- Working knowledge of Microsoft applications (Word, Excel, Outlook/Email, PowerPoint) required

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of or ability to learn APA formatting
- Knowledge of manuscript publication processes
- Knowledge of or ability to learn online manuscript management systems
- Excellent oral and written communication skills
- Ability to analyze theory critically and effectively
- Ability to work with and manage a team long distance
- Ability to maintain confidentiality
- Ability to work autonomously
- Solutions focused and resourceful
- Ability to work with precision and accuracy
- Ability to work under the pressure of deadlines
- Ability to travel up to 10% per year, including international travel

- Ability to work effectively with staff both internally and externally
- Open to learn new concepts, methods and skills
- Demonstrated ability and commitment to work in a diverse team environment
- Commitment to continued professional growth, acquired through publications, seminars, and conferences

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Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is to
establish and advance at colleges and universities witnessing
communities of students and faculty
who follow Jesus as Savior and Lord: growing in
love for God,
God's Word,
God's people of every ethnicity and culture and
God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)