



Job Description

Title: Office Manager, *Brethren Life & Thought*
Reports to: Academic Dean, Bethany Theological Seminary
Status: Part-time, hourly, nonexempt position

General Description

The office manager for *Brethren Life & Thought* shall have responsibility for the operational activities of the journal, especially related to subscriptions, back issues, and support of the Publishing Advisory Board of the Brethren Journal Association, which is in partnership with Bethany Theological Seminary. It is anticipated that this position will be no more than eight hours per week on average.

Major Responsibilities

- Operational activities of the journal (regular communication with editor, book review editor, social media editor, and printer)
- Maintaining adequate supply of back issues, maintenance of *BLT* storage areas
- Providing an archive of the journal, including maintaining the collection of issues published and a permanent record of the Association's minutes and related documents

Role and Responsibilities in Detail

- Maintain subscription database (enter new subscribers, mail renewal notices, enter renewal payments) and communicate with subscription services
- Email current subscriber mailing info to the printer prior to the publication of each issue, including digital subscriptions and individual issue requests
- Communicate with lifetime patrons/patrons, and donors (tracking and information, not fund-raising duties), including gift subscriptions. Fund-raising is not part of the position, while communication with subscribers/donors and potential future subscribers/donors is
- Send out back issues and current issues as needed within approximately two weeks of such requests. This activity requires travel to Bethany, where all issues are stored
- Carry out postproduction tasks (complimentary copies, archives, etc.)
- Maintain file of signed Writer Agreement Forms
- Receive and store journals from the Exchange program
- Work with Bethany's Business Office in processing income in a timely way, monitoring the endowment, and preparing the annual budget
- Assist the president of the BJA Board as needed for meetings (fall board meeting, handle logistics for BJA board conference calls), and being physically present in Richmond, Indiana, for the board meeting
- Other duties as assigned

Qualifications

- A high school diploma is required, and a year of previous experience in a business environment or office/clerical setting is preferred.
- Familiarity with the Church of the Brethren is preferred.
- Strong organizational skills; ability to set priorities; attentive to detail
- Self-motivation; able to work independently
- Familiarity and experience with current information technology, including Word, Excel, and database management
- Ability to travel to Richmond, Indiana, for activities, as noted above

To Apply

Applications will be received and reviewed until the position is filled, with a desired start date in early September 2019. Please send letter of interest, resume, and contact information for three references to

deansoffice@bethanyseminary.edu

or

Academic Dean's Office
Office Manager, *Brethren Life & Thought*
Bethany Theological Seminary
615 National Road West
Richmond, IN 47374
Phone: 765-983-1815

Bethany Theological Seminary's policy prohibits discrimination in employment opportunities or practices with regard to race, gender, age, disability, marital status, sexual orientation, national or ethnic origin, or religion.

June 2019