



## STATEMENT OF WORK

**JOB TITLE:** Managing Editor of *The MAST Journal*      **Original Date:** 02/2023

**DEPARTMENT:** Human Resources      **Revision date:** 11/1/2025

**REPORTS TO:** Editor of *The MAST Journal*

**FLSA STATUS:** Contract Position

*“Sustained and inspired by their relationship with God and one another, the mission of the Sisters of Mercy is to respond with vision and compassion to the needs of people who are poor, sick, and uneducated. This mission serves as a motivational force in the day-to-day activities of the employees of the Sisters of Mercy of the Americas and as we extend compassion and mercy to others, practice and encourage social justice, and strive to live mercifully.”*

– Institute of the Sisters of Mercy employee handbook

### JOB PURPOSE:

Collaborate with *The MAST Journal* Editor and Editorial Board and the Communications Department of the Institute of the Sisters of Mercy in all aspects of editing, publishing, advertising, and growing the bilingual, online publication *The MAST Journal*, a journal of Theology, Spirituality and Ministry of MAST (Mercy Association of Scripture and Theology) at [themastjournal.org](http://themastjournal.org); the Journal is published online 3 times yearly in September, January and May and offers occasional online content in between issues

### JOB TYPE:

Part-time (up to 40 hours per month), remote, with quarterly Editorial Board meetings, including one which may be in person.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborate with Editor and Editorial Board to recommend and determine issue theme, articles and contributors; develop the Journal’s online presence and audience; and continue developing workflows around editorial processes (e.g., submissions, style guide, working with contributors, deadlines, etc.)

- Administer the Journal's website including posting the three issues and other content to the Journal's website; ensuring that styles are consistent across the website and that media and links are working properly; updating content regularly (e.g., contributors' profiles, information about MAST and the Institute, etc.); providing consistent metadata to ensure all content is properly tagged with keywords, indexed, and searchable on the website and by internet search providers; connecting with the Web Developer when more technical expertise is required
- Collaborate with the Communications Department of the Institute of the Sisters of Mercy to translate articles and other content (Spanish and English); create messaging about the Journal for the Institute's communications channels (e.g., Institute members, associates, companions, volunteers, coworkers, etc.); and align with the Institute's mission and style guide
- Collaborate with other colleagues as necessary including the Website Developer, the Institute's Information Technology department, and the Archives of the Institute. designer, translator and other colleagues, as needed
- Maintain the editorial calendar for Journal issues and other content that is published in between issues
- Attend regular meetings with the Editor and Chair of the Editorial Board as well as quarterly planning meetings with the Editor and Editorial Board
- Research new ways to grow the Journal's audiences
- Maintain a shared drive for collaboration and archiving material related to the Journal
- Secure permissions for all published content and ensure Journal content is protected

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- Explore ways to develop the Journal's online presence, e.g., podcasts, webinars, etc.
- Develop and maintain a messaging and social media calendar in collaboration with the Institute's Communications Department to both internal audiences (the Institute) and external audiences (e.g., newsletter subscribers, affinity groups, etc.)
- Develop and maintain a database of possible content (e.g., articles, presentations, photographs, videos, etc.) and a roster of past and potential contributors
- Convert the back issues of the Journal from PDF to the current issue format
- Other duties as requested

#### **QUALIFICATIONS:**

To perform the job successfully, an individual should have the following education, competencies, and experience:

- Master level in Catholic theology, biblical studies, spirituality, pastoral ministry, or related field
- Facility with website publishing, especially the WordPress platform which is used by themastjournal.org
- Experience with using video conferencing for meetings and online collaboration tools such as Microsoft Teams, SharePoint, Zoom, etc.
- Culturally conversant or has worked in a multicultural or international context
- Experience with using video conferencing for meetings and online collaboration tools such as Microsoft Teams, SharePoint, Zoom, etc.
- Experience with using social media and online technology for an organization
- Strong writer; previous editing experience
- Comfortable taking initiative and balancing both the practical aspects of the work as well as envisioning and helping unfold the vision into the future

The following are preferred qualifications:

- Understanding and appreciation of the traditions and culture associated with the Sisters of Mercy and of Religious Life
- Spanish literacy for working with Board members, contributors, and translators to ensure the Journal is fully bi-lingual in both language and style
- Experience in marketing and communications

## **Inquiries:**

Please send all inquiries about the position to Maryanne Stevens, RSM, Chair of the Board: The MAST Journal. [mstevens@sistersofmercy.org](mailto:mstevens@sistersofmercy.org)

## **Applications:**

Please send a cover letter and a resume to Maryanne Stevens, RSM, Chair of the Board, The MAST Journal. [mstevens@sistersofmercy.org](mailto:mstevens@sistersofmercy.org)

Applications will be reviewed starting November 17 and will remain open until the position is filled.