

Editorial Assistant

Reports to: Editorial Director
Type: Full-Time/Hourly
Location: Downers Grove, IL

About Us

Midwest Theological Forum is a Catholic nonprofit publisher whose aim is to serve the Church and help all Christians to know, love, and serve God with all their hearts and all their minds to fully engage in the great work of evangelization.

Position Summary

MTF is seeking an editorial assistant to provide hands-on support across all stages of the publishing process—from manuscript preparation to book launch—to ensure the editorial team can deliver high-quality content to readers.

Primary Responsibilities

Editorial and Production Support

- Proofread manuscripts following MTF's style guide.
- Research and fact-check to ensure published content is accurate and informative.
- Support the editorial team in planning, managing, and implementing a publication schedule.
- Coordinate tasks and contracts for freelance editors, writers, translators, and other contractors as needed.
- Assist with production tasks such as preparing files for typesetting and reviewing proofs.
- Process manuscript submissions for review and respond to writers and authors.
- Organize digital files, agreements, and permissions.
- Assist with editorial meetings, presentations, notes, and correspondence.

Marketing and Communications

- Write and proofread promotional and marketing copy, in print and digital formats, to ensure consistency across all published content.
- Assist with writing and curating social media content and SEO-driven blog entries.
- Coordinate book launches, author interviews, press releases, and promotional campaigns.
- Support catalog production and other publicity materials.

Qualifications & Preferred Experience

- Bachelor's degree in Theology, English, Marketing, Communications, or a related field.
- Excellent writing, editing, and proofreading skills.
- Strong organizational skills and attention to detail.

- Proficiency with Microsoft Office and Adobe Acrobat (InDesign experience a plus).
- Available for some travel and weekends as needed for conferences and events.
- Interest in Catholic theology, liturgy, and culture.
- Eagerness to learn and contribute to a collaborative, faith-filled publishing environment.
- Professional experience in publishing, writing, editing, or communications.
- Familiarity with *The Chicago Manual of Style* and Catholic Church documents.

How to Apply

Please submit your résumé and a brief cover letter describing your interest in this position to:

Elia Rivera
Executive Director – Midwest Theological Forum
erivera@mwtf.org

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