



WORLDWIDE DISCIPLESHIP ASSOCIATION

PUBLISHING (EDITOR) INTERNSHIP

*ARE YOU INTERESTED IN PUBLISHING
CHRISTIAN DISCIPLESHIP MATERIALS
THAT ARE USED AROUND THE WORLD?*

*RECEIVE HANDS-ON TRAINING AND
PERSONALIZED MENTORSHIP IN OUR
INTERNSHIP PROGRAM.*

**Apply by February 20, 2023
at disciplebuilding.org/careers**



PUBLISHING (EDITOR) Internship Opportunity

PT, \$100 Monthly Stipend, Remote Available



ABOUT THE INTERNSHIP

The WDA publishing team writes, edits, typesets, and publishes several discipleship workbooks every year. The WDA Publishing (Editor) Intern will assist with publishing tasks including, but not limited to: editing content for consistency, flow and grammar; typesetting workbook content; formatting content; collecting and utilizing data from book field testing; and other administrative publishing support tasks as assigned.

The WDA Publishing (Editor) Intern will report to the WDA Director of Publishing.

LOCATION & TIMEFRAME

This internship is a remote opportunity and is available as a short-term or long-term internship beginning the summer of 2023 (May 29).

RESPONSIBILITIES

The intern will first complete training on WDA-specific formatting styles and processes. As no single applicant is likely to have all of the following skills, applicants with experience in most of these areas, and a willingness to expand their skillset, should feel comfortable applying.

- **COPYEDITING:** Editing existing workbooks and book projects for WDA's Phase 4 and 5 curriculum. This may include editing for: grammatical errors, spelling errors, formatting errors, consistency, flow, structure, and readability/understandability.
- **TYPESETTING:** arranging the digital type—the letters, symbols, and glyphs that make up the book—onto a page so it is print-ready.
- **RESEARCH:** Biographical information on authors, books, and/or discipleship information. Working with WDA Field Testing Sites to collect data about books.
- **FACT CHECKING:** Verifying that all proper nouns are spelled correctly and have the correct diacritical marks; that all table of contents are current; that names and places are spelled correctly; that publishing information is correct, etc.
- **ADMINISTRATIVE:** Some clerical tasks, primarily internal email announcements and working with the Kindle Direct Publishing software to publish books or update books.

SKILLS

- Must own a computer and have access to Google Drive.
- Knowledge of Microsoft Office Suite, especially Microsoft Word.
- Knowledge of Adobe Creative Cloud, specifically Photoshop and InDesign.
- Fast learner with the ability to understand how WDA equipping materials fit in the long-term discipleship process.
- A high-level understanding of the discipleship process.
- Previous experience writing and editing.
- Previous publishing experience, such as typesetting and formatting, a plus.



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