



# All Peoples Church

**& World Outreach**

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar  
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## CONTENT EDITOR AND PRINT DISTRIBUTION

### SUMMARY

As part of APC's publications team you will be involved in proof reading and editing content of APC's books, working with the desk top publisher to ensure books are print ready, interact with printers to get books printed, and re-print books to maintain sufficient stock, and ensure distribution team dispatch books in a timely manner.

### VISION

APC is a family church, an equipping center and a world outreach. Our goal is to nurture, disciple, equip and empower God's people to fulfil their God appointed purpose. One of the ways APC serves the church locally and across India is through distribution of free books. You will help carry out this ministry at APC.

### SCOPE

Proof-reading, editing, printing and distribution of APC's printed English books following APC's standards and guidelines.

Please review the APC Organization Chart available on OUR TEAM page ([apcwo.org/about-us/our-team](http://apcwo.org/about-us/our-team)).

### ROLE DESCRIPTION

The responsibilities of this role include but are not limited to the following:

1. Proofread and edit APC books to ensure that it is accurate and grammatically correct, easy to read and understand, and written in the normal APC format. Make corrections and edits.
2. Check text to ensure Scripture references, Scripture text, etc. are correct and formatted consistently throughout text, captions, and display type.
3. Proofread typeset manuscripts produced by the desktop publisher and ensure book follows APC standards in layout, formatting, and design.
4. Communicate regularly with printers to ensure smooth flow throughout print production cycle. Process email communications in a timely manner.
5. Oversee person responsible for stock, inventory, and dispatch to ensure efficiency.
6. Report to the head of publications. Submit monthly reports of print, distribution and stock.

### QUALIFICATIONS/EXPERIENCE REQUIREMENTS

- Must have a bachelor's degree in English, journalism, communications, publishing, computer science, or other relevant field. Master's degree preferred.
  - Minimum of three years' professional experience with an emphasis in proofreading, copyediting, content writing, editorial or related professional experience.
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## KNOWLEDGE & SKILLS REQUIREMENTS

- Excellent communication skills, both in writing and speaking.
- Must possess excellent copyediting and proofreading skills.
- Commitment to delivery/deadlines with the ability to work under deadline pressure.
- Must be detail-oriented and able to juggle multiple tasks, including, but not limited to, being able to collate corrections from other proofreaders and editors simultaneously.

## ADDITIONAL RESPONSIBILITIES

- At APC we are continuously growing and expanding hence, you will be required to share in additional responsibilities.
- Being able to work under pressure and meet deadlines.
- Willingness to work long hours when required.

## OPPORTUNITIES

As opportunities arise, and depending on your skills, you will be able to:

- Travel and serve on APC Missions.
- Volunteer at APC.

Over time, based on your personal development and performance you will have the opportunity of growing internally at APC to take on other ministry roles that are of interest and suited for you.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed and committed to serving Him and people to see lives touched and transformed into Christ-likeness.

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*Please note, that all staff positions at APC require individuals who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example, and sold out to God!*