



WILLIAM H. SADLIER, INC. JOB DESCRIPTION

Position: Bilingual Director, Religion

Department: Publishing

Reports To: VP Religion

Summary: Works with Vice President of Religion and Religion staff to manage editorial work and content development for Sadlier Religion bilingual products for the Catholic school and parish religious education markets. Contributes to the development and implementation of the long- and short-term bilingual publishing plan, digital/print component planning, content re-use, and other strategic and growth initiatives. Supports academic groups in bilingual product development.

Core Responsibilities:

- Participate in planning the departmental budget with the VP Religion, and Editorial Director and maintain all aspects of the yearly and long-term budget for bilingual products and personnel
- With the VP Religion, plan, organize, and supervise all Religion bilingual activities
- Collaborate with the VP Religion and Executive Director for Catechesis to identify and plan new products for the Spanish-speaking Catholic community
- Supervise bilingual Religion Editorial staff and vendors and direct workflow and assignments
- Plan strategies and guidelines for inculturation of bilingual products and ensure inculturation goals are fully met
- Ensure that all catechetical content adheres to Church teaching and the *Catechism of the Catholic Church*
- Ensure appropriate content presentation to the Hispanic American Catholic community
- Review and evaluate competitive bilingual products
- Contribute to pre-implementation planning for catechetical programs and products
- Monitor the quality of all Spanish-language manuscripts through the implementation stages (digital and print)
- In collaboration with VP Religion, identify need for and recruit new bilingual editorial staff
- Identify and vet outside writers, editors, and vendors in support of bilingual content and program development, including but not limited to translation quality; adherence of translated and new content to Church documents, including the *Catechism* and liturgical sources
- Maintain house Spanish-language Religion style guide



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- Serve as Sadlier ambassador to the Hispanic Catholic community
- Evaluate feedback on bilingual products from Sadlier consultants and customers
- Present bilingual catechetical programs and projects in-house, to the field staff, and to customers
- Provide in-services to parishes using Sadlier bilingual programs
- Attend conferences, exhibits, meetings, and seminars to present Sadlier bilingual catechetical products and represent Sadlier to the Hispanic community
- Support Sadlier academic groups in bilingual product development, including with translation
- Support Marketing, Sales, and Customer Service in the review and translation of bilingual content
- Work closely with Program Manager to ensure timeline and preparation (for example, proper writing guidelines) in planning phase of program development result in optimal workflow and process, across digital and print publishing
- Identify problems in content and recommend solutions so that all products can meet scheduled bound book and/or go-live dates
- Maintain Master Terms Agreements for all outside vendors, freelance, etc.
- Prepare service agreements, authorize bilingual content development bills/invoices/expenses

Education, Experience, Skills Required:

- Background in Catholic religious education—for example, MA in Theology or Religious Education, Director of Religious Education, or similar background
- Minimum five years' experience serving Hispanic Catholic community in parish or diocesan leadership role
- Excellent editing skills and familiarity with editing tools in Word, Adobe Acrobat, and InCopy
- Native fluency in Spanish, written and verbal
- Proficient knowledge of and familiarity with Catholic teaching as presented in the *Catechism of the Catholic Church* and Catholic liturgy, rites, practices, and traditions
- Experienced presenter on catechetical or ministry topics
- Experience managing budgets and staff working on-site and remotely
- Experience with publishing workflow and tools for print and digital
- Clear and effective written and verbal communications