



International Institute of Christian Nursing (IICN) Volunteer Position Open (Posted July 2020)

Editor: *Christian Nurse International* (CNI)

Purpose: The purpose of this part-time, volunteer position is to support the mission and vision of NCFI and IICN through editorial coordination of the organization's journal. The CNI editor will work in collaboration with the IICN Director, the NCFI Executive Committee, IICN Steering Committee, and the international editorial committee.

Background: IICN is one of NCFI's newest ministries and is the professional division of the global organization. The vision of IICN is to advance a Christian worldview in nursing practice, education, leadership, and research/evidence-based practice. IICN endeavors to provide Christian nurses with scholarly resources such as professional development courses (in person and online), nursing focused Bible studies, links for engaging in collaborative nursing research and evidence-based projects, and the *Christian Nurse International* journal. The journal is a free and online biannual journal which allows for scholarly as well as testimony/storytelling contributions from global Christian nurses.

CNI Editor Description: Of critical need is a Christian nurse with a minimum of a Master of Science degree in nursing, who is proficient in English language reading, writing, and speaking, and has experience in scholarly proof-reading/editing of writings for publication. Experience as an editor preferred. Selected personnel must:

- Be in agreement with, and sign, the NCFI Statement of Faith
- Apply and utilize all NCFI policies and procedures related, but not limited, to mission, vision, and purpose; privacy and security; organizational structure and communication; participation in committees;
- Demonstrate a history of authoring, publishing, and editing. Additional skill sets include format management, Microsoft Office, and professional communication skills.
- Collaborate with the NCFI Executive Committee and IICN Steering Committee in determining future journal themes and with the NCFI Regional Chairs in sending out regular calls for manuscript submissions.
- Maintain accurate records of received manuscripts and appropriate communication with authors.
- Provide professional development and oversight of editorial board members, including timely distribution and return of manuscripts.
- While editing to maintain a balance of research, evidence-based project work, and testimony/experience storytelling, ensure that all journal content is fundamentally in line with Biblical principles and the missions of NCFI and IICN.
- Communicate with IICN director at no less than monthly to provide status reports and demonstrate follow-through with recommendation as indicated.

- Commit to an average of 2-3 hours per week which includes routinely responding to emails within 48 hours. Hours expected to increase as April-May and October-November submission deadlines draw near.
- Collaborate with external journal design company and with NCFI treasurer for their timely compensation.
- Participate in monthly IICN Committee meetings.

Application Process:

Please submit a written application letter of intent with your CV. Included should be personal testimony, academic education, work experience, computer skills and English language skills, insight into healthcare, international/cross cultural exposure, and motivation for the position. Provide email addresses for two reference persons, one previous or concurrent employer, and the other a church/pastoral reference. Please send all required information to information@ncfi.org

Contact information:

If you want more information about the CNI Editor position, please contact us at information@ncfi.org

Information about NCFI and IICN can be found at the NCFI website at www.ncfi.org and Facebook site <https://www.facebook.com/visit.ncfi/>