

# Peer Review Coordinator

## Volunteer Role



### Overview

We are seeking a detail-oriented and organized Volunteer Peer Review Coordinator to oversee the peer review process for our Bible study materials and micro church resources. This role is essential in ensuring that all published content aligns with biblical teachings, maintains high quality, and effectively serves our community.

### Responsibilities

- Manage and coordinate the peer review process for submitted content.
- Recruit and communicate with volunteer reviewers.
- Ensure timely and constructive feedback is provided to content creators.
- Review submissions for theological accuracy, clarity, and effectiveness (Faith Alignment Guide provided).
- Maintain records of reviews and revisions to ensure content meets publication standards.
- Collaborate with editors and content creators to finalize approved materials.

### Qualifications

- Strong knowledge of the Bible and Christian teachings.
- Experience in editing, academic review, or content evaluation (preferred but not required).
- Strong organizational and communication skills.
- Ability to provide and facilitate constructive feedback.
- Attention to detail and commitment to maintaining high-quality resources.

### Time Commitment

This is a flexible volunteer position. Time commitment will vary based on the volume of submissions and availability. We are accepting multiple volunteers for this role to ensure the success of our team in a timely manner. This approach allows us to provide flexibility and maintain a manageable workload for all volunteers, recognizing that this is an unpaid position.

### How to Apply

If you are passionate about ensuring the quality and accuracy of Bible study materials and micro church resources, we invite you to apply. Please submit a resume and a brief statement of interest.

We look forward to hearing from you!