

Assistant Managing Editor – Ecology & Society

Organization: Resilience Alliance, Inc.

Position: Assistant Managing Editor, Ecology & Society

Location: Remote

Deadline for Applications: April 30, 2023 or until a suitable candidate is found

Our team

Ecology and Society is looking for an Assistant Managing Editor to join our publishing team. You would be working with an editorial team across three online, peer-reviewed, science journals and directly with authors. You would be part of a dynamic team in a fast-paced environment with opportunities for growth. Ecology and Society is published by the Resilience Alliance (RA), a non-profit organization that functions as a research network, facilitating and promoting research on sustainability and social-ecological systems. The RA also publishes Avian Conservation and Ecology and the Journal of Field Ornithology.

About the Role

You will be supporting editors and authors in publishing peer-reviewed papers and optimizing the publishing process across a small set of society-published, open-access journals. We're looking for candidates who have expertise in science communications and online publishing. English writing skills and copy editing experience are important. A background in science would be an asset. This is a part-time role, approximately 20 hours/week working from a home office. Salary will be commensurate with experience. Training will be provided.

Description of Responsibilities:

1. Support editors-in-chief, subject editors, reviewers
 - Instruct/help with journal's online peer-review and publishing website
 - Assist with author and reviewer correspondence
 - Ensure deadlines are met

2. Assist authors with submissions
 - Provide guidance to authors as needed with online publishing system
 - Troubleshoot issues with submission and manuscript review
 - Occasionally provide help with formatting documents

3. Oversee copy editing of articles accepted for publication
 - Quality check on copy editing process (i.e., grammar, spelling, ensuring graphics quality)
4. Publish articles online
 - Final quality checklist
 - Create PDF of articles
5. Supervise a team of freelance copy editors and translators
 - Assign articles to copy editors and translators
 - Ensure deadlines are being met
 - Recruit and train new copy editors as needed
 - Review and approve invoices
6. Administration
 - Manage services provided by indexing and archiving organizations
 - Work with business managers
 - Invoice and track payments and waivers
 - Promote and announce new papers and issues via social media and newsletters

Requirements:

- University degree in a relevant discipline
- At least 2-3 years of professional copy editing experience in English, or similar relevant experience
- Excellent communication skills, with an interest in science communications and publishing
- Strong attention to detail and organizational skills
- Proficiency with MS Office applications (Word, Excel)

Additional, Preferred Qualifications:

- Working knowledge of HTML and WordPress
- Proficiency with image editing software (e.g., Photoshop)
- Science background would be beneficial

To apply:

Please submit your resume to awilliams@resalliance.org with a cover letter outlining your interest in the role. We're looking to hire someone as soon as possible so applications will be considered on a rolling basis as soon as we receive them.