

Managing Editor – Ecology & Society

Organization: Resilience Alliance, Inc.

Position: Managing Editor Ecology & Society

Location: Remote

Deadline for Applications: June 24, 2022 or until suitable candidate found

Our team

Ecology and Society is looking for a 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 will be part of a dynamic team and 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 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 copyediting experience are important. A background in science would be an asset. This is a part-time role, approximately 20 hours/week with the possibility of increasing to full-time, and 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. 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

3. Assist Authors with submissions

Provide guidance to authors as needed with online publishing system
Trouble shooting issues with submission and manuscript review
Occasionally provide help with formatting documents

4. Oversee copy editing of articles accepted for publication

Quality check on copy editing process i.e., grammar, spelling, ensuring graphics quality

5. Publishing articles online

Final quality checklist
Create PDF of articles

6. Administration

Manage services provided by indexing and archiving organizations
Work with business managers
Invoicing and tracking 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
- Broad interest and a desire to learn
- Very good communication skills, with an interest in science communications and publishing
- Strong attention to detail and organizational skills
- Working knowledge of HTML, proficiency with image editing software (e.g. Photoshop)
- Working knowledge of MS Office applications (Word, Excel)
- Science background would be beneficial

To apply

Please submit your resume to mullie@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.