Assistant Editor – Ecological Society of America Journals Portfolio

Job Title: Assistant Editor  
Department: Publishing  
Status: Full-time, exempt  
Location: Ithaca NY (remote) or Washington DC (hybrid)  
Reports to: Managing Editor  
Working Hours: Full-time (40 hrs/wk); flex-time available  
Salary: $40,000-$45,000 annually with benefits (health insurance that is 100% employer paid for the employee plus support with family coverage; paid vacation and sick leave; 10% employer contribution to retirement plan after first 6 months)

Position Summary

This is an entry-level position in the publishing program of the Ecological Society of America (ESA), the oldest and most influential ecological science organization in the U.S. The position of Assistant Editor supports publishing activities for several academic journals published by ESA. Upon hiring, training will be provided to prepare the Assistant Editor to work with other ESA Publishing staff to support authors, peer reviewers, subject-matter editors, and editors-in-chief in the handling of manuscripts. Tasks (and associated training) may include working within the online manuscript submission system, peer review processes, pre-production, and editorial/production processes necessary to manage accepted manuscripts through copyediting and typesetting to publication.

Principal Job Duties

• Provide support to the Senior Assistant Editors and Managing Editors in various tasks related to manuscript processing, peer review, pre-production, and production  
• Verify that submissions contain all the required components and meet all journal requirements and policies  
• Correspond with authors to answer questions or request additional information to ensure completeness of submissions  
• Send review invitations to prospective reviewers and track progress of peer review  
• Log manuscript correspondence into ESA’s online manuscript tracking system  
• Correspond with subject-matter editors as required  
• Proof decision letters generated by editors-in-chief and subject-matter editors and transmit decisions to authors; ensure that the appropriate template letters match decision types and that letters are customized correctly  
• Troubleshoot routine manuscript issues, provide input on manuscript and workflow discussions, and escalate issues when appropriate  
• Coordinate with the rest of the publishing team as needed on all tasks

Other duties as needed:

• Copyedit and/or proofread peer-reviewed and non-peer-reviewed manuscripts  
• Support social media activities for ESA journals  
• Assist with preparations for and activities at ESA’s Annual Meeting (travel required)  
• Perform other tasks as required

Preferred qualifications and experience:
• Bachelor’s or Master’s degree (background in ecology, environmental science, conservation biology, or related area is helpful)
• Outstanding oral and written communication skills
• Editorial experience in a scholarly publication context
• Familiarity with journal peer review systems (e.g., ScholarOne, Editorial Manager, or similar platforms)
• Strong executive functioning skills, with ability to handle and prioritize multiple tasks, often under deadline, while remaining focused and detail-oriented
• Ability to work independently as part of a small, close-knit, remote team
• Proficiency in Microsoft Office (Word, Outlook, Excel, PowerPoint, OneDrive)
• Familiarity with various tools in Adobe Acrobat (including combining, editing, and annotating files and PDF processing)
• Design and image editing experience (using Photoshop and InDesign, or similar)
• Ability to manage X/Twitter and other social media accounts in a business or professional context
• Experience with WordPress

HOW TO APPLY
Email cover letter, resume, and contact information for three references to Richard Wallace, ESA Director of Publishing, at resumes@esa.org. Please put “Assistant Editor Search” in the subject line.

Applications will be reviewed on a rolling basis and this search will remain open until the position is filled.