

From: Liza Lester
Subject: Job opening: Editorial Assistant for Frontiers in Ecology and the Environment

CONTACT: Sue Silver suesilver@esa.org
CLOSING DATE: December 4, 2016

The Ecological Society of America seeks an Editorial Assistant to help produce Frontiers in Ecology and the Environment, a high ranking monthly journal focusing on ecological and environmental science. The Editorial Assistant will manage the online peer review system, copyedit manuscripts, check page proofs, run the twitter account, plus do a little bit of design and occasional writing. The ideal candidate will be detail-oriented, focused, able to work cheerfully and accurately under pressure, and will have experience of Microsoft Office, Twitter, Photoshop, and Wordpress. A relevant Bachelor's degree is a must (eg Ecology, Environmental Science or Conservation) plus one to two years' editorial experience. Downtown Washington DC location; competitive salary (commensurate with experience) and benefits.

Email cover letter, CV, and contact information for three references to Dr Sue Silver, at suesilver@esa.org - Put "Editorial Assistant Search" in the subject line.
Closing date December 4, 2016.

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