The Chemical Institute of Canada (CIC), a Canadian not-for-profit organization, is looking for an energetic, collaborative, organised, and confident individual with a vision and a passion to be a part of our team supporting *The Canadian Journal of Chemical Engineering* and programs. The successful candidate will be detail-oriented, have exceptional organizational talents, and copy-editing skills that are matched by an ability to communicate respectfully and professionally with team members and volunteers.

**Principal Responsibilities**

Under the general direction of the Managing Editor, the Editorial Coordinator will be responsible for providing administrative, copyediting, and production support as required for *The Canadian Journal of Chemical Engineering*, and an organization of the size and diversity of the CIC.

- Support editorial staff in all activities leading to publication
- Coordinate initial review of submissions, including assessing plagiarism reports
- Copy-edit and proofread manuscripts. This includes making stylistic, structural, and grammatical corrections, as well as other substantive changes as needed.
- Coordinate and develop content, such as agendas, minutes, and reports, for meetings and events
- Manage and update journal templates and guidelines as required
- Compose social media content to promote the journal
- Facilitate additional strategic initiatives by advancing special projects
- Coordinate bookbinding of annual *Can. J. Chem. Eng.* issues
- Coordinate list of Best Paper Award nominees for the selection committee
- Provide support to the membership department

**Job Attributes**

**Location**
- Ottawa (temporarily remote)

**Schedule / Work-Life Balance**
- Full-time; 35 hours per week
- Flexible working hours with leadership pre-approval; arrangements can be made on one-off basis and/or agree upon a structured alternate work arrangement;
- Any arrangements will be based on business needs and dependant upon the successful candidate’s experience and qualifications.

**Employee Status**
- Regular; indefinite term

**Job Type**
- Experienced; early career

**Dated Posted:**
- September 18, 2020.
Qualifications

- University degree majoring in English or relevant field (i.e., Linguistics, Journalism)
- Previous editing and proof-reading experience are essential
- Experience with organization / time management skills
- Ability to manage multiple projects and priorities independently and efficiently with attention to detail
- Effectively communicating across a large spectrum of training, experience, position, stature, and cultures among university faculty and administration, government, industry, and CIC staff
- Strong interpersonal, analytical, written, and oral communication skills
- Proficient in Microsoft suite of products (Word, Excel, PowerPoint, Outlook)
- Proficient in Adobe suite of products (Acrobat, Illustrator, Photoshop)
- Knowledge of LaTeX is an asset
- Familiar with AMA Manual of Style
- Demonstrated savviness in technology (software)

About the CIC

The CIC is an unmatched network of professionals that champions the advancement of the chemical sciences professions in Canada. As a member-based not-for-profit association, the prime purpose of the CIC is to serve its members and help them connect, learn, and grow their careers.

Learn more about how the CIC serves almost 5,000 chemical science professionals across Canada and how you as member of the team will help the CIC to fulfill it’s vision of being “A fully interconnected Canadian chemical sciences community that works together for the advancement of understanding, for sustainability, and for national and global prosperity”.

APPLY

To be considered for this role, please provide a Cover Letter and Resume as to the suitability of candidacy by email to apply@cheminst.ca. The deadline for applications is September 27th, 2020, or until a suitable candidate is found. We thank all applicants for their interest; only those selected for an interview will be contacted.

The CIC is an equal opportunity employer. Qualified candidates are encouraged to apply; however, Canadian Citizens and permanent residents will be given priority. The CIC is strongly committed to employment equity and encourages applications from all qualified candidates, without regard to race, colour, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.