



Chemical Institute of Canada | **For Our Future**
Institut de chimie du Canada | **Pour notre avenir**

Editorial Coordinator

The Chemical Institute of Canada (CIC) is seeking an Editorial Coordinator for *The Canadian Journal of Chemical Engineering*, the premier journal of the Canadian Society for Chemical Engineering, published in partnership with Wiley. Reporting to the Managing Editor, you will be responsible for providing administrative, editing, and production support to the Journal's editorial team. In addition, you will liaise with our publishing team at Wiley, communicate with authors, and assist in promoting the Journal.

Responsibilities

- Support editorial staff in all activities leading to publication
- Provide support to authors
- Coordinate review of initial and revised submissions
- Coordinate issue highlights
- Compile virtual issues
- Draft and assess iThenticate plagiarism reports
- Copy-edit and proofread manuscripts. This includes making stylistic, structural, and grammatical corrections, as well as other substantive changes as needed
- Compose agenda, minutes, and relevant reports upon coordination of meetings
- Maintain data entry requirements by following procedures
- Manage and update ScholarOne templates and guidelines as required
- Manage file archives
- Compose marketing and social media content to promote the journal
- Track journal and social media metrics
- Facilitate additional strategic initiatives by advancing special projects
- Assist with coordination of the *Can. J. Chem. Eng.* Reception
- Draft list of Best Paper Award nominees for the selection committee
- Provide support to the membership department by answering queries and directing calls
- Work with Wiley on issues or initiatives related to ScholarOne, marketing, and publication

Qualifications

- University degree majoring in English (or related field) or a STEM field; those with other academic credentials and relevant professional editing education will also be considered
- A minimum of three years of editing and proofreading experience



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- Ability to manage multiple projects and priorities independently and efficiently with attention to detail
- Ability to effectively communicate 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)
- Proficient in the Google Workspace suite
- Knowledge of LaTeX and Asana are assets
- Familiar with the Chicago Manual of Style
- Demonstrated technology savviness and familiarity with video conferencing software such as Zoom and Microsoft Teams.

Job Attributes

Location

- Remote (organization based in Ottawa)

Schedule

- Full-time; 35 hours per week
- Flexible working hours with management pre-approval; arrangements will be based on business needs

Employee Status

- Regular; indefinite term

Job Type

- Experienced; early career

Dated Posted:

- September 30, 2021

Salary

- Commensurate with experience

Benefits

- Fifteen days annual vacation
- Paid sick leave
- Health and dental coverage
- Life and disability insurance

About the CIC

The CIC is an unmatched network that champions the advancement of the chemical sciences in Canada. As a member-based not-for-profit association, the CIC helps our members connect, learn, celebrate excellence, and grow their careers. Learn more about how the CIC serves almost 5,000 chemical science professionals and how you as part of the team will help the CIC connect the Canadian chemical sciences, engineering, and technology community.

Apply

To be considered for this role, please submit your cover letter and resume by email to Katherine Prairie, Managing Editor at [apply\[at\]cheminst.ca](mailto:apply@cheminst.ca).

Submissions will be reviewed on a rolling basis, beginning on **Friday, October 8th**. The posting will be open 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.