

## **MANAGING EDITOR – *Biodiversity Journal***

### **Job Description**

Biodiversity Conservancy International (BCI) seeks a Managing Editor (ME) for the journal [Biodiversity](#), now in its 23rd volume. The ME must be a competent editor of scientific biological articles and be capable of managing authors and peer-reviewers through the [Scholar One](#) platform at Taylor and Francis Journals. Training will be provided for the platform. The ME needs to be able to work cooperatively with the Taylor & Francis editors and with their marketing team to maximize the exposure of articles published in *Biodiversity*. The work of the ME should help maintain the journal as an important forum for biodiversity research.

The position, in consultation with the Editor-in-Chief and the Editorial Board, is responsible for the content published in the journal. It requires timely production of four issues per year aligning with the production schedule set with publishing partner [Taylor & Francis Journals](#).

Other responsibilities include:

- Developing and maintaining networks within the international community of conservation scholars and biodiversity researchers to solicit high-quality research papers for the journal.
- Cooperate with the Biodiversity Editorial Board (BEB) and the BCI Board of Directors (BoD) to sustain the journal vision and mission
- Assist the BoD and the BEB to map out 2-3 year strategic action plan of themed issues
- Participate in the assessment and timing of Impact Factor applications.
- Ensure that publishing decisions are fair, consistent, and timely across all submissions
- Maintain the journal's high standard for acceptance.
- Strive for geographic, cultural and topical diversity of research articles, opinion pieces and news stories.
- Author and reviewer support.
- Applicants should have good understanding of all aspects of the editorial process and of working with an editorial team.
- Evaluation of submissions and assigning them for review in consultation with the Editor-In-Chief.

### **The Ideal Candidate**

The ideal candidate has an editorial and writing background, experience in communications, have good interpersonal and organizational skills, competent in social media platforms, have excellent time-management skills and be knowledgeable of biodiversity conservation issues. He or she must be committed to the journal's cross-disciplinary aims & scope and be passionate about biodiversity research and conservation.

### **Amount**

This is a part-time contract position (20-24 hours per week) supported by a royalty fee of CDN \$~17,500 per year, payment to be made on a quarterly basis.

### **Term**

The position will be for a term of 3 years after an initial 6-month paid probationary period (July 1<sup>st</sup>, 2022 to December 31<sup>st</sup>, 2022), renewable upon approval by the BCI-BoD. The full 3-year term will commence on January 1<sup>st</sup> 2023 and continue until January 1<sup>st</sup>, 2026. The current Managing Editor will act as a consultant to assist in the training of the new ME in the publication process, including the *Biodiversity Scholar* One site training.

### **Responsibility**

The Me will be responsible to the BCI-BoD and agrees to indemnify and save Biodiversity Conservancy International, its officers, directors, employees, and agents harmless from and against any and all costs, claims, demands, expenses, actions, causes of action, and for any and all liability for damages to property and injury to persons howsoever caused, arising out of or in any way related to this position. BCI holds this indemnity in trust for parties who are not parties to this Letter of Agreement.

### **Violations and Termination of Agreement**

If the ME violates the provisions of this agreement, including maintaining the production schedule for the journal, BCI has the right to terminate this contract and withhold any further payments to the ME.