

## Natural Areas Association

### Job Description

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<b>Position:</b>	Natural Areas Journal Editor
<b>Status:</b>	Part-time, 1099
<b>Reports to:</b>	Executive Director
<b>Location:</b>	Remote
<b>Salary:</b>	\$1100/month

#### Purpose of Position

The Natural Areas Association (NAA) is a nonprofit communications and outreach organization that has published quarterly issues of the *Natural Areas Journal* (NAJ) for 44 years. The NAJ provides a forum for communication among persons involved in the identification, preservation, protection, and management of natural areas and elements of biological diversity. The NAJ focuses on nature preserves, natural areas, state or national parks, rare and endangered species, land preservation, and practical approaches to natural-areas work. The NAJ includes peer-reviewed original research articles on applied conservation biology, ecological restoration, natural areas management, ecological assessment and monitoring, invasive and exotic species management, habitat protection, and fire ecology as well as other types of articles that require less rigor, but provide anecdotal solutions to emerging ecological issues.

#### Duties and Responsibilities:

- Take overall responsibility for editorial decision making for the NAJ, including ensuring optimal evaluation and arbitration procedures, compliance with editorial policies, setting selection criteria, and upholding rigor and ethics standards.
- Conduct regular NAJ staff meetings
- Develop a strategic approach for recruiting content that is aligned with the publishing strategy and contains measurable targets.
- Work in tandem with NAA's marketing team to recommend strategies for promotion, and follow through with those strategies as appropriate
- Promote NAJ publication among grad students
- Act as point of contact with authors.
- Recruit and engage Associate Editors
- Manage the flow of manuscripts through PeerTrack™ a cloud-based system for the peer-review process

#### Required Experience

- A Ph.D. in applied natural resource management or environmental science.
- An academic, nonprofit or agency affiliation in the natural areas, natural resource or environmental field.

- Experience conducting research in applied natural-resource management or environmental science preferred
- Excellent oral and written communication, editorial and organizational skills.
- Knowledge of natural areas management and conservation, resource management, conservation biology, restoration and current thinking and practice related to these fields.
- Familiarity with the Natural Areas Association and the *Natural Areas Journal*.
- Institutional or agency support is desired, but not mandatory.

### **A Successful Candidate Will**

- Be an expert on current publishing trends, especially online publishing
- Have a strong professional network
- Represent the NAJ
- Be willing and able to serve a three-year term that includes approximately 7-10 hours/week of time
- Have demonstrated expertise as an author who has published in highly-cited and visible professional, scientific and peer-reviewed publications
- Have established record of providing high-quality reviews of scientific/research articles with timely responses to reviewers and/or authors
- Broad knowledge of current and past natural areas/resource/environmental literature and research, and on-the-ground land management
- Recognition as a thoughtful leader and effective facilitator, with a strong commitment to serving the varying interests of authors, reviewers, readers and other stakeholders
- Demonstrated management-level ability in balancing multiple administrative tasks and projects in a self-directed, timely manner
- Ability to effectively and cooperatively work with NAJ staff (Managing Editor, NAA Director of Operations and NAA Executive Director)
- Willingness to serve as liaison to the NAA Board of Directors and on the NAJ Task Force as the critical link between the Journal and the NAA
- Willingness to embrace and facilitate changes and modifications to the NAJ format, content and types of submissions

### **Physical Demands:**

Normal office duties as performed at a desk (may require long periods of sitting and computer typing). Ability to carry equipment up to 20lbs.

### **Work Environment:**

Approximately 99+% indoor office work and less than 1% work outdoors. Office work is primarily sitting at a desk with a computer or in meetings.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **Salary and Benefits:**

Salary is \$1100/mo. This is a 1099 contracted position.

Some travel reimbursements may also be available

There is no health insurance or retirement plan with this position.

This salary is based on time needed for onboarding and current manuscript load. This salary will be reevaluated as submissions increase.

### **Non-discrimination Policy**

NAA is an equal opportunity employer who provides equal employment opportunities to all qualified individuals without regard to any of the following characteristics: race, religion, color, national origin, age, gender, gender identity, pregnancy, physical or mental disability, military or veteran status, citizenship or immigration status, genetic information or family medical history, sexual orientation, status as a smoker or non-smoker, child or spousal-support withholding, or garnishment for a singular debt or on the basis of any other federal, state, or local legally protected status. Our management is dedicated to ensuring the fulfillment of this policy with respect to recruitment, hiring, placement, promotion, demotion, transfer, training, leaves of absence, compensation, benefits, termination and, in general, treatment during employment.

The science of stewardship benefits from shared knowledge rich in diverse perspectives. NAA welcomes applicants from all viewpoints, backgrounds, abilities, and experiences.