



Position Description Science Editor

Overview

Earthzine is an on-line publication of the IEEE, a contribution to the intergovernmental Group on Earth Observation and an official capacity building task for the Global Earth Observing System of Systems. The Earthzine staff includes volunteers and a few paid workers who oversee the site's management, content development and operation. The Science Editor is a motivated individual with interest in environmental issues that supports the development of Earthzine's technical content.

The primary responsibilities of the Science Editor are to work with the Editor-in-Chief, Deputy Editor, Managing Editor, Content Manager, Associate Editors and other volunteers to review and edit technical articles, produce content, correspond with authors and promote the site. Collaboration is primarily via electronic communication. The Science Editor is a staff position paid either by contract for those established as an independent contractor or through employment with the IEEE.

Specific Expectations

Qualification, experience, and skills

- Minimum Education - Bachelor's Degree in any Natural, Social, or Technical discipline, including English or Journalism with experience in scientific/technical editing
- Excellent English written communication with demonstrated ability to understand and express complex scientific and technical concepts
- Technical editing with a keen eye for accuracy, quality and presentation
- Ability to manage multiple tasks and meet deadlines
- Excellent organizational and interpersonal skills
- Work independently and remotely

Responsibilities

- Assess scientific and technical accuracy, write synopses and make recommendations for review and publication
- Review and edit scientific/technical content
- Work with Editors and reviewers to prepare content for publication
- Write short excerpts, brief postings, press releases, and articles
- Correspond with editorial staff and potential authors in developing content for Earthzine
- Monitor site blog and direct comments for response
- Develop and utilize comprehensive knowledge of Earthzine's existing content
- Conduct research to support content development
- Brainstorm with the editorial staff about topics and potential authors
- Provide recommendations for content presentation and new site features
- Participate in strategic planning and development

Estimated time commitment

- 20 hours per week