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# Example of Editorial Coordinator Job Description

Our innovative and growing company is looking for an editorial coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for editorial coordinator

* Handle direct editor, author and reviewer queries (phone/e-mail)
* Introduction and integration of new tools and editorial services, related to peer review (like iThenticate, manuscript screening services, Transfer Desk)
* Interface with Aries (software vendor) Improve software functionality through wish list items, Request Analysis Test beta versions, bug reporting
* Share information and contribute as part of a global team
* Assisting the Editor and Deputy Editor in managing the newsroom process
* Managing the inflow of press releases, calls, requests-for coverage from advocacy groups and Congressional offices
* Coordinating the newsroom staff schedule
* Following and tracking the progress of major legislation or regulation
* Compiling monthly, weekly, daily and hourly who, what, where for the White House, Congress and federal government agencies
* Writing critical information pieces for Townhall.com

## Qualifications for editorial coordinator

* Will be pro-active in assisting the business to highlight potential problems before they arise
* Candidate should have 4-6 years of experience managing print publications, experience as a print reporter or writer
* Occupational career in scientific publishing, is an advantage
* Experienced Project Manager and work experience in international projects
* Excellent knowledge (business fluent) of the English language, further languages beneficial
* Knowledge of the Peer-Review-System Editorial Manager, ideally solid at configuration / administration level