



# Example of Editorial Coordinator Job Description

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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

- Knowledge of the Peer-Review-System Editorial Manager, ideally solid at configuration / administration level