



Employment Opportunity

POSITION:	Editorial Coordinator, <i>Paediatrics & Child Health</i>
REPORTS TO:	Associate Executive Director, Strategic Priorities & Communications
SALARY RANGE:	\$43,200 to \$54,000 annually, plus benefits (see below)
TO APPLY:	Send CV and cover letter to HR@cps.ca by Friday, August 28, 2026

Paediatrics & Child Health is the official journal of the Canadian Paediatric Society, and the only peer-reviewed paediatric journal in Canada. Its mission is to advocate for the health and well-being of all Canadian children and youth and to educate child and youth health professionals across the country.

The Editorial Coordinator is the primary link between the journal's Editorial Board and its publisher, Oxford University Press. In particular, the Editorial Coordinator works closely with the editor-in-chief and senior editors to manage the peer review process of scholarly articles, and with the production team to ensure that content is published in a timely manner.

This position requires someone with experience in the publication process, preferably in a scholarly/peer review environment. An ease with online systems is essential, as is an ability to develop, maintain and continually assess and improve processes. As this is a deadline-driven position, the ability to create and maintain schedules is critical. This position also requires frequent communication with a range of health professionals and suppliers: The candidate must be able to write clear emails and manage a high volume of correspondence. They must also have problem-solving skills and the ability to switch between tasks.

RESPONSIBILITIES

***Paediatrics & Child Health*: Daily management, planning, and production**

- Coordinate the peer review process for manuscripts submitted to PCH, which includes:
 - Working with the editor-in-chief to assess new submissions and assign content to senior editors
 - Monitoring deadlines and sending reminders to editors and authors as needed
 - Researching appropriate peer reviewers and making suggestions to senior editors
 - Providing support for editors and authors on the online manuscript submission system
 - Issuing decisions on editors' behalf when requested
 - Proactively reviewing the online manuscript submission system daily to see where assistance may be required (i.e., to expedite decisions of follow-up)
 - Ensuring final materials for accepted manuscripts are complete and properly formatted, and sending content to production for typesetting
 - Providing training for new editorial board members
 - Maintaining up-to-date documentation on processes and procedures
- Coordinate production of 8 issues annually including: line-up development; liaising with publisher staff and typesetters; submitting content to publisher; proofreading content as needed.
- Keep publication process on schedule by liaising with editors, publisher/production staff.
- Perform post-production tasks immediately after issue is released: update cps.ca homepage; provide copy for monthly eNews, update references on CPS documents

Reporting and evaluation

- Monitor the acceptance rate and prepare regular reports to keep editor-in-chief informed
- Prepare annual report on various journal metrics, in collaboration with EIC, extracting data from manuscript submission system
- Identify challenges related to peer review or production in a timely manner
- Work with the editor-in-chief and production team to identify and incorporate efficiencies into the peer review and publication processes

Editorial board management

- Schedule and coordinate logistics for annual face-to-face meeting of the Editorial Board during CPS Annual Conference including: booking facilities (room, F/B, A/V), travel/accommodations for senior editors, developing agenda with EIC and publisher, disseminating materials to participants
- Schedule and coordinate mid-year editorial board Zoom meeting
- Take minutes at all editorial board meetings: record and follow-up on all action items
- Provide stewardship of editorial board with regular recognition and appreciation of their work

Social media

- Create content and manage engagement for journal's LinkedIn page: Write engaging captions, record and edit author videos, design graphic posts and respond to direct messages
- Brainstorm new strategies to increase engagement and reach in the paediatric community.
- Track and report performance indicators as needed

Others

- Coordinate promotion, selection and receipt of Noni MacDonald Award: solicit nominations, coordinate judging, notify recipient, update CPS website, provide information to colleagues for promotion on social media and in CPS eNews.
- Monitor and make updates to online manuscript submission system including: out-of-date contact information; updates to template emails; changes in journal editors; updates to manuscript categories or requirements
- Answer general inquiries about the journal, and provide support to authors, peer reviewers, editors, and the editor-in-chief as needed throughout the peer review and publication process
- Identify ways to promote the journal through CPS communications channels to: raise awareness about new manuscript categories; encourage submissions; encourage new peer reviewers, etc

EDUCATION & EXPERIENCE

- At least 2 years' experience working on a medical or academic publication
- Post-secondary training in administration, publishing, or related field
- Experience with online manuscript review systems (e.g., ScholarOne)
- Understanding of the journal publishing environment and the scholarly peer review process
- Strong English-language skills (grammar, style, punctuation)
- Experience and skill working in Microsoft environment
- Familiarity with graphics creation programs and/or video editing software (e.g., Canva, Riverside) is an asset
- Experience with social media platforms e.g., LinkedIn
- Experience working with volunteers and/or in a voluntary sector environment

Compensation

- 3 weeks' vacation
- Sick leave and personal leave
- Paid time off during December holiday office closure
- Defined benefit pension plan
- Comprehensive health benefits
- 37.5-hour work week; option for hybrid (max 2 days/week remote) after probation