

## Natural Areas Association Position Description

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**Position:** Associate Editor  
**Reports to:** NAA Journal Lead Editor  
**Location:** Remote  
**Salary Range:** Volunteer

### Introduction:

The Natural Areas Association is a national 501(c)(3) nonprofit organization dedicated to natural areas conservation.

We seek Associate Editors (AE) to participate in the peer review process. The AE should have a commitment to the mission and expressed values of the Natural Areas Association. The NAA's mission is to support the community of natural areas professionals. We help members reach their professional goals, promote natural areas management based on science, work to raise awareness about the need for natural areas conservation, and support natural areas research.

### Purpose of Position and Responsibilities:

The *Natural Areas Journal* is published four times per year by the Natural Areas Association. Each issue averages 100-120 pages and generally contains 10-12 articles and 5 book reviews. The AE will be responsible for coordinating peer review and reviewing some manuscripts, with 2-4 manuscripts per year expected. Each AE will communicate an area of expertise to the Lead Editor (LE). The LE will assign manuscripts to the AE.

For research papers and research notes, the AE will use the Peer Track manuscript management system to invite at least three suitable reviewers. The AE will also remind reviewers when reviews are due. When at least two reviews are obtained, the AE will recommend to the LE a decision on the manuscript. The LE will make the decision and communicate with the author. When the revision is returned to the LE and the AE, the AE will again make a recommendation to the LE.

For conservation issues and Stewardship in Action, the LE will assign the manuscript to the AE for review. The AE will review and recommend a decision to the LE. Similar to research papers, the LE will make a decision and communicate with the author. The AE will again evaluate any revisions and again make recommendations to the LE.

The AEs may be asked, from time-to-time, for recommendations on the peer review process, potential authors and articles, and other matters pertaining to the Natural Areas Journal.

**Required Qualifications:**

- PhD or extensive experience in a scientific field related to natural areas identification, management, or policy.
- Good skills in writing and editing.
- Willingness to perform job tasks in a timely and organized manner.
- Ability to provide unbiased and useful feedback to authors and the LE.
- Willingness to stay in close contact (via email) with the LE.
- Access to computer, word processing software, and internet.

**Desirable Qualifications:**

- Experience working on peer-reviewed scientific/technical journals
- On-screen editing skills and ease with word-processing software
- Proven ability as an editor or copyeditor;

**Physical Demands:**

Normal office duties as performed at a desk and personal computer (may require long periods of sitting and computer typing).

The Natural Areas Association is an equal opportunity employer and will not discriminate because of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status.