Editorial Coordinator

The Association for Research in Vision and Ophthalmology (ARVO), headquartered in Rockville, MD, is the largest and most respected eye and vision research organization in the world. ARVO supports its 11,000 members in over 75 countries as they advance research to prevent, treat and cure diseases of the eye and visual systems.

We have a new opportunity for an Editorial Coordinator to join our Journals team. ARVO publishes three scientific journals pertaining to eye and vision research. The Editorial Coordinator position is responsible for the administration of the peer review processes for ARVO journals. This involves quality control by established criteria and ensuring the peer review process is completed according to standard steps within acceptable turnaround times for ARVO journal articles assigned.

This position reports the Assistant Director, Editorial Operations, and works closely with the Editors-in-Chief, Associate Editors, Editorial Board members, Reviewers, Authors, and collaborates with other ARVO staff.

Key duties include:

- Processes manuscripts via online submission system for assigned journals through all stages of peer review.
- Coordinates with authors regarding incomplete submissions for all three journals, ensuring that submitted articles meet minimum formatting and information requirements before they are seen by the journal Editor-in-Chief.
- Monitors the full peer review process after manuscripts are approved for peer-review by Editor-in-Chief, for a subset of ARVO journal articles to which they are assigned and assist editors and reviewers with inquiries or with software issues.
- Maintains solid professional relationships with authors, reviewers, Editorial Board members, Editors-in-Chief, vendors, and staff.
- Provides submission and review process status reports and statistics to Sr. Director of Journals and Editors-in-Chief. This includes regular biweekly reports and additional information when requested.
- Reviews and responds to email messages; message topics may include but not be limited to manuscript status, workflow issues and policy questions.
- Provides technical support to authors, reviewers, and editors related to the manuscript system.
- Communicates with editors, associate editors, and authors on procedures and status of manuscripts.
- Posts journal content on Twitter which includes alerts on new editors, special issues, published articles and any relevant information.

Qualifications include:

- Associates degree or higher and 2+ years of office experience is required
- Experience with peer-review process and systems preferred
- Previous experience working within a database is desired
- Proficient in MS Office programs; graphics packages experience is nice to have.
- Excellent verbal and written communication skills is required
- Strong attention to detail and ability to meet deadlines is a must
- Strong interpersonal and customer service skills are critical
- Strong problem-solving skills is important
What we offer:

ARVO is committed to supporting our employees by providing competitive compensation, outstanding benefits, and professional development opportunities. We offer comprehensive medical, dental, life and disability insurance, FSA/HSA, matching retirement savings, telework (3 days per week), flexible work schedule options, and more.

For consideration, please submit your résumé, including a cover letter stating your salary requirements, to hr@arvo.org. Learn more about ARVO at www.arvo.org

ARVO values diversity and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law.