

Ecological Economics (ECOLEC) is looking to hire an Assistant Editor

The journal *Ecological Economics* (<https://www.journals.elsevier.com/ecological-economics>) is seeking a part-time Assistant Editor to support the Editors in various activities.

Responsibilities

The Assistant Editor's responsibilities include the following:

- Content acquisition: commissioning and editing special issues with an open call and in cooperation with guest-editors; work with the International Society of Ecological Economics (ISEE) to develop special Issues. Target: 3 proposals for special issues/call for papers per year. Upon acceptance of the proposals, prepare call for papers, find (guest) editors, and invite potential authors.
- Assist the Editors-in-Chief in their strategic actions, such as e.g. continuously overseeing the field of ecological economics as well as competing journals in terms of potential topics, editors, authors and reviewers; developing relations with academic communities and Societies of relevance to *Ecological Economics*.
- Manage the relations between the Editors-in-Chiefs and the Editors as well as the Members of the Editorial Board: monitor performance, identify the need for updates, etc.
- Identify "real problem papers": papers that are stuck somewhere in the system for some reason, identify the causes of the problem, report those to the handling Editor or the Editor-in-Chief, and follow-up until solution. Handle any ethics cases when needed.

Ideal candidate's profile

The ideal Assistant Editor:

- has an academic qualification (Bachelor-, Master- or PhD-degree) in the field of ecological economics
- has excellent communication skills, in written and spoken English, on academic matters and with target audiences who are very diverse in terms of research expertise, professional experience, culture, gender, etc.
- has outstanding organizational talent, and can oversee and manage a complex system of multiple and overlapping tasks, with responsibilities distributed between several actors
- is effective, reliable, diligent and careful in carrying out tasks
- has the technical abilities to efficiently employ the electronic systems provided by Elsevier (Editorial Manager, ScienceDirect etc.) and other public database systems (Google Scholar etc.)
- works independently and can easily organize and motivate themselves

Details of the appointment

- **Duration:** Initial agreement is from 1 October 2021 until 31 March 2023. This agreement may be renewed upon mutual agreement.
- **Workload:** The position is expected to involve approximately 10 hours per week.
- **Application deadline:** 1 September 2021. Please send your application to Sandra Broerse at s.broerse@elsevier.com
- For **inquiries** and details about the **Honorarium** please contact s.broerse@elsevier.com