

Editorial Coordinator
JOB DESCRIPTION

Reports to: Editorial Manager
Location: EASL Office in Geneva, Switzerland
Occupation: 100%

**EUROPEAN ASSOCIATION FOR THE STUDY OF THE LIVER OFFICE
EDITORIAL COORDINATOR (GENEVA – CH)**

The European Association for the Study of the Liver (EASL) is looking for a new Editorial Coordinator. EASL is a non-profit organization (NPO) with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution.

About EASL

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 50 years it has grown into a major European medical association with significant international representation and global influence. EASL currently has over 4,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 10,000 participants. EASL's core mission is the promotion of research and education concerning the liver and liver diseases. EASL runs a comprehensive portfolio of conferences, schools and related educational meetings.

EASL acts as an advisor to European and national health authorities, and in 2015 opened a Brussels office to support these activities. All EASL activities and projects are coordinated and executed by the EASL office in Geneva, which currently hosts approximately 30 employees across several departments. The current office covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

About the *Journal of Hepatology (JHEP)*

More recently, EASL has established a broad collection of online education and digital tools. EASL also runs its own journal, the *Journal of Hepatology (JHEP)*, one of the leading journals in gastroenterology and hepatology (impact factor more than 12). EASL supports the education and mobility of young scientists, and provides a broad range of travel bursaries and fellowships.

The *Journal of Hepatology* is a monthly, English language, peer-reviewed journal. As the official journal of EASL, it provides an international forum for the publication of original articles, reviews and letters to the editor describing basic laboratory, translational, and clinical investigations in hepatology. All articles undergo a rigorous peer review and are selected based on the originality of the findings, the superior quality of the work described, and the clarity of presentation.

With more than 2'500'000 downloads in 2017 it is one of the premier publications in the field of hepatology. Last year 43% original articles originated in Asia, 18% were from the USA and 36% were from Europe, indicating the truly international nature of the Journal.

The position

The Editorial Coordinator under the direction and in collaboration with the Editorial Manager is responsible for overseeing the day-to-day activities to ensure timely and high-quality publication of the *Journal of Hepatology*. In addition, the Editorial Coordinator will be involved in the launch of *JHEP Reports* EASL's new online only, open access journal.

This varied role may include, but is not limited to, the following responsibilities:

Major functions and responsibilities

- Assist in all relevant matters pertaining to the launch of *JHEP Reports*
- Oversee production schedules of the two journals, including the identification of issues and propose solutions
- Day-to-day content community management of the Journals' social media accounts
- Check all re-designed figures for scientific accuracy and adherence to journal standards, and perform image manipulation/plagiarism checks at relevant steps of publication
- Correspond with authors, reviewers and the publisher production department
- Support journal editors in relevant matters
- Check all proof stages, liaising with external publishing contacts at each stage
- If needed, oversee the peer review process

- If needed, edit manuscripts to agreed style/specification, checking content, accuracy, consistency and English grammar
- If needed, oversee the Editorial Office in the absence of the Editorial Manager

Requirements

Minimum required education and experience

- Excellent written style and editing skills in the English language. English native-speaker-level is preferred
- A science/medical degree, preferably a PhD or equivalent

Key strengths

- Good knowledge of scholarly peer review best practices
- Ability to work efficiently and independently, especially during times of high volume and strict deadlines
- Excellent interpersonal and oral communication skills, with a strong ability to work well within a team structure
- Flexible attitude – adapting to changing priorities and the ongoing establishing of *JHEP* reports
- Thoroughness, attention to detail and experience with image editing software (e.g., Photoshop)
- IT skills (including advanced Word, advanced PowerPoint, Internet, social media, email)
- The ideal candidate will be a motivated, enthusiastic, and positive person

Other details:

- This position is wholly based in Geneva (Switzerland)
- Bi-lingual capacity (English and French) an advantage but not a requirement
- The candidate needs to have the legal right to work in Switzerland

Please send your cover letter with your CV to the EASL office attn. Ms. Sofia Blomqvist at sofia.blomqvist@easloffice.eu, before June 30th, 2018.

For further information, please contact the EASL Editorial Manager, Mr. Joël Walicki at joel.walicki@easloffice.eu, phone +41 (0) 22 807 03 65.