**Newsletter Editor – Volunteer Position**

The National Prevention Science Coalition (NPSC) envisions a communications strategy that includes a high quality and informative professional newsletter. To manage the overall process of ensuring newsletter effectiveness, the editor will manage the publication process. The editor is responsible for working with Communications and Collaboration Committee members and others to solicit materials to be published, determine the features of a publication, set and enforce key deadlines, make a final determination about what will be published in an issue, coordinate the frequency of publication, and oversee all operations of the publication process. The editor aligns publication processes with key dates and deliverables as prescribed by the Communications and Collaboration Committee. The editor will work as part of a **volunteer team of NPSC members** that sets guidelines and expectations for authors, and reviewers. In some cases, publications have special topics, themes or a timely series of columns that are advertised well in advance to encourage authors to write particular sorts of pieces. The editor will also ensure integrity of all published materials by working with the newsletter team to address any concerns regarding credit for authorship, honesty in citations and accountability for submitted materials, equity in assigning credit (for co-authors or materials included in various articles), and similar issues.

The NPSC is currently seeking three to five editors interested in developing and editing our dynamic, informative quarterly newsletter, *Prevention Matters!* This professional opportunity will not only provide editorial experience but also the ability to network with scientists, policy makers and professionals dedicated to advancing prevention and improving lives. The editors must be active members of the Coalition. The editors will serve a term of 1 year as appointed by the Executive Committee. This term is renewable if desired by an editor and approved by the Executive Committee.

An editor must have the requisite skills to ensure responsibilities to authors, reviewers, and readers involved in NPSC publication processes. This includes but is not limited to:

* Helping to establish guidelines for publishing materials in the newsletter
* Helping to establish procedures for prioritizing content to be published
* Working with the newsletter team to ensure that conflicts of interest are clearly identified, managed and worked through
* Making decisions regarding publishable content with reasonable speed and ensuring that all deadlines are met
* Informing authors of key decisions re: acceptance or not of submitted materials
* Helping reviewers understand and manage all review processes
* Assign reviews and/or re-reviews of materials in an equitable, efficient manner (endeavoring to never overtax reviewers)
* Ensuring that the highest standards of the NPSC relative to both quality and quantity of published content are met
* Ensuring that all content is relevant and appropriate to potential audiences identified by NPSC for communications purposes
* Evaluating all final acceptance materials (with co-editors and key reviewers) to ensure that materials meet the goals of the newsletter, achieve the highest standards for consumer needs and population benefits, and advance the organization’s communications goals

If you are interested, please send your CV and cover letter to Ms. Jessica Stavig, [jbair@c-trans.org](mailto:jbair@c-trans.org), and we will set up an interview.