Position – Assistant Editor
Food and Nutrition Bulletin

Seeking a quarter-time Assistant Editor to work 8 - 12 hours a week, starting as soon as possible. This position is a contract position, and requires a minimum time commitment of 18+ months.

Required Skills:
- Very strong technical proficiency and aptitude with software programs. Will be trained on SAGE Track/ScholarOne™ editorial software
- Master’s degree (or Master’s candidate) in nutrition; experience with international nutrition research and/or journal publishing is preferred
- Strong background and understanding of scientific research methodology
- Excellent organizational skills, and the ability to work independently
- Exceptional communication skills and patience are a must; will need to provide technical support on SAGE Track as needed to other FNB editors
- Strong writing skills and some editing experience preferred
- Must be able to commit to a minimum of 18 months

Position Description:
The Assistant Editor (AE) will INF COO as liaison between FNB editors and SAGE Publishers, overseeing various editorial functions for publication. Tasks include:
- Assist Associate Editors in assigning appropriate peer reviewers for all new submissions
- Check revised manuscripts against reviewers’ and editors’ comments; summarize scope of authors’ responses; make recommendations to editors for final decision process
- Manage correspondence with editors, SAGE staff, or others as needed to ensure timely processing of all manuscripts

Location: The FNB office is located at USDA/Tufts HNRC, 711 Washington St., Boston, MA.

Pay: Annual salary will be based on experience. Based on 0.25 FTE. No benefits

About the FNB: The Food and Nutrition Bulletin (FNB) is a peer-reviewed scientific journal from the Nevin Scrimshaw International Nutrition Foundation, published quarterly by SAGE Publishers at fnb.sagepub.com.

The FNB publishes original scientific articles, policy analyses, and state-of-the-art summaries from research scientists around the world who are working to identify, understand, and alleviate the problems of hunger and malnutrition in the developing world.

If interested, please email a cover letter and resume to Nicole Lescarbeau at: nlescarbeau@inffoundation.org