

Volunteer Position Description

The International Journal of Volunteer Administration (IJOVA)

Associate Editor

The IJOVA's Mission:

Connecting practitioners, academicians, and consultants in greater service to the global volunteer community.

Term of Service:

Two Years (January-December), renewable at the discretion of the Board

Time Commitment:

40-60 hours annually (estimated) at own location.

Position Summary:

The Associate Editor position is responsible for working collaboratively with the Editor on manuscript recruitment for the International Journal of Volunteer Administration (IJOVA).

Specific Responsibilities:

- Support the recruitment of manuscripts in collaboration with the Editor and Board of Directors.
- Identify potential book reviewers and collaborate with the Editor to ensure manuscript submission according to guidelines.
- Answer questions and respond to inquiries, in the absence of the Editor, related to manuscript preparation.
- At the request/appointment of the Board, serve in the capacity of Editor during transition or other similar times when the Journal is without a permanent Editor.
- Collaborate with the Editor to recruit manuscript reviewers for the IJOVA.
- Complete special assignments as agreed upon with the Editor and/or at the request of the Board of Directors.

Qualifications:

- Knowledge of the field of volunteer administration.
- Knowledge of and interest in making connections with the field of volunteer administration.
- Ability to critically review potential topics and ideas from potential authors when recruiting manuscripts.
- Broad connections and/or networks in the volunteer resource management or similar field/profession.
- Ability to remain engaged with email and other forms of communication so as to ensure timely and high quality communication with all interested stakeholders.

Benefits of Volunteering:

The opportunities to:

- Contribute meaningfully to the prestige and readership of The IJOVA as a professional peer-reviewed journal.

- Promote knowledge that will enhance the field of volunteer administration and further the cause of volunteerism internationally.
- Work as a team with a dedicated corps of professionals in volunteer administration.
- Review new literature and research, while expanding personal knowledge and skills.
- Be published in the IJOVA.

Contact Information:

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