



The McGill Journal of Global Health

Position descriptions for the 2025-2026 Editorial Board

About the Journal

The McGill Journal of Global Health (MJGH) is a student-run, peer-reviewed publication that highlights research and perspectives on global health issues from across disciplines. Our mission is to foster academic dialogue, amplify diverse voices, and provide an accessible platform for students, researchers, and professionals to share their work and ideas.

Please note: All members of the Editorial Board also serve as *Content Editors* and share core responsibilities, which include:

- Reviewing and approving article submissions
- Providing constructive feedback to authors throughout the editorial process

In addition to these general duties, each editor will also hold a specific role with additional responsibilities, as outlined below.

Position	Responsibilities	Preferred Qualifications
Outreach Editor (2 positions)	<ul style="list-style-type: none">• Manage the journal's social media presence (e.g., LinkedIn, Instagram, Facebook)• Promote key journal submissions and our events through channels such as ListServes, newsletters, and campus groups• Build and maintain relationships with McGill faculty, staff, and students to increase engagement• Expand the journal's network by connecting with other universities, in Canada and beyond	<ul style="list-style-type: none">• Strong communication and interpersonal skills• Experience with social media platforms and content creation• Organizational skills for coordinating outreach efforts
Copy Editor (3 positions)	<ul style="list-style-type: none">• Edit article submissions for grammar, punctuation, style, and overall readability• Ensure adherence to the journal's formatting and referencing guidelines	<ul style="list-style-type: none">• Excellent writing and editing skills with attention to detail• Familiarity with academic writing and



	<ul style="list-style-type: none">• Communicate with authors during the faculty review process to clarify revisions and feedback	<p>citation styles (e.g., APA, Vancouver)</p> <ul style="list-style-type: none">• Ability to provide constructive, respectful feedback
<p>Design Editor (1 position)</p>	<ul style="list-style-type: none">• Format and prepare the print edition of the journal using Adobe InDesign• Oversee cover art selection and liaise with contributing artists• Manage design tasks for the journal's digital platforms, including the current WordPress website and the upcoming migration to Open Journal Systems (OJS)• Complete web design tasks for the journal's WordPress website and eventually the journal's new hosting platform, OJS	<ul style="list-style-type: none">• Experience with Adobe InDesign• Familiarity with web design and basic HTML/CSS (an asset but not required)• Strong aesthetic sense and attention to visual detail

Time Commitment: Approximately 5 hours per week, with variable workload during submission and publication periods.

Apply here by 22nd September, 2025: <https://forms.office.com/r/69Jt11NQct>