



# MANAGING EDITOR, STEM FELLOWSHIP JOURNAL (2 VOLUNTEER POSITIONS)

[STEM FELLOWSHIP JOURNAL](#) – [STEM FELLOWSHIP](#)

**Position Type:** Volunteer

**Number of Openings:** 2

**Time Commitment:** Approximately 5–7 hours per week

**Application Deadline:** End of day May 22, 2026

## ABOUT STEM FELLOWSHIP

STEM Fellowship is a registered charity that empowers youth to become confident digital citizens and future leaders through hands-on learning and experiences focused on computational thinking, science communication, data analytics & AI.

The STEM Fellowship Journal is an open-access, peer-reviewed academic journal published by Canadian Science Publishing. (ISSN: 2369-0399, DOI: 10.17975) It serves as a platform for student researchers and editors to share scientific knowledge, highlight emerging research, and promote accessible science communication to broader audiences.

## POSITION OVERVIEW

The STEM Fellowship Journal is seeking **two Volunteer Managing Editors** to oversee the journal's day-to-day operations and support the continued growth of the publication. This leadership opportunity is ideal for graduate/postgraduate students or recent graduates who are passionate about science communication, publishing, and student leadership.



The selected candidates will work collaboratively to manage editorial workflows, supervise volunteer editors, and ensure the smooth publication of journal content while maintaining high standards of professionalism, accountability, and communication.

## **KEY RESPONSIBILITIES**

- Interact with authors, PhD and industry expert reviewers, and partner organizations.
- Oversee the day-to-day operations of the STEM Fellowship Journal
- Manage and support associate editors, copy editors, and layout editors
- Coordinate editorial workflows with authors and editors
- Maintain transparent and effective communication across editorial teams
- Hire, supervise, and mentor student volunteers as needed
- Interact with Canadian Science Publishing, overseeing article publication and ensuring publication quality standards are met
- Foster positive relationships with external organizations and collaborators
- Develop and maintain additional stakeholder relationships as needed
- Support strategic growth initiatives for the journal and editorial team

## **QUALIFICATIONS**

Successful candidates should:

- Be in the later years of university or be a recent graduate
- Have a strong passion for science communication and academic publishing
- Demonstrate leadership, organizational, and team management abilities
- Be highly efficient in communication, transparency, and accountability
- Be able to work collaboratively in a fast-paced volunteer environment
- Have strong interpersonal skills and the ability to maintain professional external relationships
- Be comfortable delegating tasks and overseeing multiple editorial processes simultaneously



## HOW TO APPLY

Interested candidates should email [managingeditor@stemfellowship.org](mailto:managingeditor@stemfellowship.org) with:

- A one-page cover letter
- Resume/CV

The email subject line should include your name in the subject line as well as “Application for Managing Editor Lead Position”.

Applications must be submitted by **end of day May 22, 2026**.