



## **Volunteer Editor-in-Chief – RN Idaho**

### **Quarterly Peer-Reviewed Publication, 501(c)(3) Nonprofit Organization**

Are you a strong writer, experienced reviewer, and strategic thinker who cares deeply about advancing professional scholarship? We are seeking a Volunteer Editor-in-Chief (EIC) to lead our quarterly, peer-reviewed publication.

The Editor-in-Chief serves as the senior editorial authority, setting the publication's vision, safeguarding quality and integrity, and providing final approval on all published content. This is a leadership role focused on direction, oversight, and mentorship — not line-by-line copyediting.

### **Key Responsibilities**

- Establish and steward the publication's voice, standards, and long-term direction
- Oversee manuscript pre-screening and the peer-review process
- Approve final content for publication
- Recruit and mentor volunteer writers, editors, and reviewers
- Ensure ethical publishing practices and manage conflicts of interest
- Maintain publication timelines and editorial workflows
- Some copy editing

### **Ideal Qualifications**

- Experience with peer review and scholarly publication
- Strong writing, editing, and critical thinking skills
- Proven leadership ability and comfort working with volunteers
- High attention to detail and commitment to professional integrity
- Familiarity with editorial systems and publishing tools preferred
- Doctoral prepared with a research focus
- Healthcare background or familiarity with same



### **Why Serve?**

This is an opportunity to shape the voice of a respected publication, elevate professional discourse, and make a meaningful contribution to the field — all while working alongside dedicated volunteers committed to excellence.

### **Time Commitment**

- Quarterly production cycle with ongoing manuscript oversight
  - Regular virtual meetings with editorial team and organizational leadership – monthly, for one hour
  - Estimated average commitment
    - Somewhat unpredictable, based on the number of manuscripts submitted
    - Up to 10-15 hours in the two weeks before publication
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### **Stipend**

- \$1000/year
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**Location:** Remote

To express interest or request additional information, please contact: Teresa Stanfill  
([tstanfill@nurseleaders.org](mailto:tstanfill@nurseleaders.org))