

***Pediatrics* Associate Editor, Family Partnerships**

The Associate Editor, Family Partnerships will serve on the Executive Editorial Board and engage patients, family members, and child advocates to contribute to journal activities as directed by the Editor in Chief and Deputy Editor.

Responsibilities

- Partner with the Editor in Chief and Deputy Editor in soliciting and managing articles submitted to the Family Partnerships section of the journal.
- In collaboration with the Editorial and Executive Boards, develop a format for online lay summaries of articles in *Pediatrics*.
- Select at least 2-3 articles per issue and write lay summaries for them.
- Blog monthly.
- Serve as a reviewer for submitted articles.
- Participate in Executive Editorial Board conference calls and in strategic planning discussions.
- Maintain confidentiality of all manuscripts in the prepublication phase.
- Adhere to production/publication schedules.

Qualifications

- Experience in medical writing and editing for the public.
- No conflict of interest with another medical publication. (Associate Editors may not serve on the editorial board of any other medical publication or serve as an editor at any level of any other medical publication but may serve as reviewers.)

Time commitment: approximately 4-6 hours per week