

Employment Opportunity

August 16, 2021

Position: Executive Director

Hours and location: Remote work environment; part-time role with an average of 10–12 hours per week

Summary of Duties:

The Executive Director of the Canadian Association of Learned Journals (CALJ) is an ambassador for CALJ, supporting and promoting the vision of the organization. This individual supports the Board of Directors as a resource of knowledge and continuity for the organization, and provides overall administrative support for the Board of Directors and the association membership. In consultation with the Board, the Executive Director supports the onboarding of new Board members; supports CALJ committees in organizing CALJ meetings and events; communicates with the membership and broader community; drafts reports, letters, communiques, and funding applications; maintains and updates the CALJ website; promotes CALJ and CALJ membership through various promotional activities; develops an annual budget; and manages CALJ activities to meet budget expectations. There are currently no direct reports for this position.

Specific Duties and Responsibilities:

- Organize the Annual Meeting of the membership and keep minutes
- Organize the Board of Directors and CALJ committee meetings and keep minutes
- Support activities of CALJ committees, including support for the Professional Development Committee in organizing conferences and other events and support for Communications Committee, including maintaining communications plan
- Support projects initiated by the Board of Directors
- Provide regular reports on operational activities and track progress against key performance indicators
- Perform membership drive and membership renewal activities
- In consultation with the Board of Directors and its committees, perform sponsorship drives and maintain records of sponsors and sponsorships
- Maintain CALJ website and regularly update content
- Monitor the CALJ Listserv and update membership distribution list
- Provide the membership with regular updates on CALJ activities

Board of Directors | Conseil d'administration

President / Présidente: Antonia Pop, Vice President, Journals: University of Toronto Press | President Elect / Présidente élue, Lauren Bosc, Research Coordinator, Centre for Research in Young People's Texts and Cultures & Managing Editor of *Jeunesse*
Secretary-Treasurer / Secrétaire-trésorière: Eugenia Zuroski, Editor / éditrice de *Eighteenth-Century Fiction*

Members-at-Large | Autres member

Leanne Coughlin, Managing Editor, *BC Studies: The British Columbia Quarterly* | Dawn Roche, *Journal of Ocean Technology* | Abraham H. Khan, *Toronto Journal of Theology* | Michael Donaldson, *Canadian Science Publishing* / *Éditions Sciences Canada*

- Promote CALJ and its activities through various channels including email newsletters, website, and social media
- Manage CALJ banking needs: act as signing officer, deposit membership payments, ensure on-time invoice payments
- Oversee activities of external bookkeeper, including quarterly reports to the Board and preparation of annual cashflow and balance sheet reports for annual meetings of the membership
- Support other duties as directed by the Board of Directors

Key Performance Requirements:

- Promote a professional image for CALJ
- Manage association activities within the approved annual budget
- Increase CALJ's profile within the Canadian scholarly publishing community and its stakeholders
- Increase CALJ membership and increase membership participation in CALJ initiatives

Education, Qualifications and Experience:

- University level degree or equivalent experience
- Experience in or knowledge of journal publishing or related environment
- Experience in not-for-profit association management
- Experience in report writing and formatting
- Experience in social media and communications
- Superior English language writing and oral communications skills
- A working knowledge of both oral and written French would be considered an asset
- Experience in layout / design and website design and development would be considered an asset

Knowledge, Skills and Attributes:

- Forward-thinking, self-motivated, proactive and able to work independently
- Strong problem-solving skills and attention to detail
- Ability to work on multiple projects, prioritizing and meeting tight deadlines
- Customer/member focused; must have a positive and professional approach and be able to present concepts to external contacts with confidence
- Strong interpersonal and communication skills

About CALJ

From the first meeting in 1990 that led to the formation of CALJ, the vocation of the association has focused on the well-being of learned journals:

To represent, develop and support the academic community of Canadian learned journals in disseminating original research and scholarly information, and to promote intellectual culture in Canada and internationally.

CALJ operates as a not-for-profit association and is member-driven, identifying priorities and establishing projects and activities as the CALJ journals and other CALJ members direct. Through interaction with government agencies, the research community and other partners, CALJ works to strengthen both individual journals and the journal community as a whole.

The three key functions of CALJ are to provide services to CALJ member journals, to develop industry initiatives for CALJ member journals, and to enhance the collective strengths of CALJ members and the journal community.

Interested in Applying?

Please send your resume by **September 10, 2021** by email to Antonia Pop, CALJ President, at apop@utpress.utoronto.ca