

**POSITION DESCRIPTION FOR MEMBER EDITOR OF
*YOUNG ADULT LIBRARY SERVICES (YALS)***

NATURE OF THE POSITION:

The Member Editor position is a professional appointment made by the president of the Young Adult Library Services Association (YALSA), with guidance from YALSA's Executive Committee and Editorial Advisory Board. Extending for a period of two years, the appointment carries the possibility for renewal. An honorarium of \$500 per issue (4 per year) plus \$500 in travel support for each of two ALA conferences per year will be paid. The Member Editor reports to the Communications Specialist of YALSA and works closely with YALSA's Editorial Advisory Board, and is responsible overall to YALSA's Board of Directors.

PURPOSE OF THE JOURNAL:

- To serve as a vehicle for continuing education for librarians and library workers serving young adults, ages 12 through 18
- To publish articles of current interest to the profession
- To showcase best practices in the field
- To provide news from related fields
- To spotlight significant events of the organization, including but not limited to awards and booklists
- To offer in-depth reviews of professional literature and resources
- To serve as the official record of the association

QUALIFICATIONS:

1. Excellent oral and written communications skills.
2. Must have the technical capacity to work in an electronic environment.
3. Editing experience in publishing and/or journalism, sufficient to enable the individual to solicit and select articles that will result in a high-quality publication that addresses the diverse interest of the readership.
4. Dynamic, self-motivated individual.
5. Ability to delegate.
6. Strong organizational skills.
7. Ability to set and meet deadlines.
8. Strong interpersonal skills and the ability to work in a team environment.
9. Experience in library services to young adults.
10. Membership in YALSA.

DUTIES AND RESPONSIBILITIES:

Member Editor:

- Deliver to YALSA a final set of copy for each issue according to previously set deadlines, satisfactory to YALSA in content and form and ready for typesetting.
- Set the scope and tone of the journal both textually and visually.

- Work with YALSA's Editorial Advisory Board to develop a yearly editorial calendar, and to solicit content for the journal.
- Provide regular input to YALSA's Communications Specialist about content of upcoming issues so he/she can work with YALSA's advertising representative to solicit ads, discuss events or YALSA/ALA initiatives requiring coverage
- Work with YALSA's Communications Specialist and production team to determine schedules for publication.
- Manage editorial office and write editorials.
- Manage the work of columnists and reviewers.
- Aggressively encourage the submission of high-quality articles according to current activities and interests of the field and maintain and develop positive relationships with authors and potential authors.
- Complete a thorough review of all submitted content in light of the philosophy, purpose and general style of the publication.
- Corresponds in a timely manner with authors regarding acceptance, rewriting, or rejection of articles.
- Edit all copy (including rewriting, reorganizing, validating information in content, etc.).
- Work with the Communications Specialist to determine association news to be included in each issue of the journal.
- Prepare each issue for publication by planning the table of contents, writing introductory notes, identifying text to be highlighted in pull quotes, determine the placement of images, etc.
- Secure copyright as necessary for articles and images and provide them to YALSA Communications Specialist
- Thoroughly review and edit page proofs for both first and second passes.
- Communicate with production team and the YALSA staff regularly.
- Communicate with the Member Editor of *YAttitudes* and the Member Manager of the blog to collaborate when appropriate.
- Attend ALA's Annual Conference and Midwinter Meeting, including meetings of YALSA's Editorial Advisory Board, to assist YALSA with promoting the publication and also to solicit authors and advertisers.
- Prepare an annual report for YALSA's Board of Directors, to be turned in one month before ALA's Annual Conference.
- Answer questions and inquiries about the journal.
- Perform other relevant duties as needed.

YALSA Communications Specialist:

1. Communicates regularly with Editor to provide support and facilitate work.
2. Works with production team to maintain the template for the journal.
3. Works with production team and the Member Editor to develop a publication schedule and comply with it.
4. Handles all financial transactions for the journal.
5. Works closely with the ad rep to ensure that ad revenues meet targeted goals.
6. Promotes the publication through appropriate venues.