

**7 February 2023**

***Job Description — Associate Editor***

The Journal of Palestine Studies (*JPS*), established in 1971 and published by Routledge, Taylor & Francis on behalf of the Institute for Palestine Studies (IPS), is the leading interdisciplinary quarterly devoted to the study of Palestinian affairs. *JPS* offers a range of perspectives by global scholars and public figures. Its peer-reviewed articles, reports, essays, and other content cover a broad range of topics and span the humanities and social sciences, including, but not limited to history, political science, international relations, law, economic development, geography, sociology and anthropology/ethnography, as well as gender and queer studies, literature, and the arts. The journal is the flagship publication of IPS—a private, nonprofit, nonpartisan academic institution that is unaffiliated with any political organization or government.

*JPS* is currently recruiting for the position of Associate Editor—a full-time, remote position. The Associate Editor is part of a collaborative, collegial editorial team.

**Qualifications:**

- A thorough knowledge of Palestine/Palestinian Studies
- Knowledge of Arabic is required
- Demonstrated outstanding editorial skills, including developmental, structural/substantive, and stylistic editing (5–7 years of experience in journal editing or equivalent professional experience preferred)
- Strong writing skills
- Experience working with non-native English writers in developing their ideas and arguments
- Engagement with political conditions in Palestine and beyond
- Imagination, dynamism, ambition to pursue and actualize projects and articles
- Collaborative, consultative, and collegial
- Ability to work well with authors and editorial staff/team
- Familiarity with new directions in (academic or other) journal publishing and with new modes of diffusing information
- Proficiency in applying the Chicago Manual of Style and house style guides
- Proficiency in using Microsoft Office applications

**Key Responsibilities include but are not limited to:**

- Editing research articles, reflective essays, and interviews for clarity, flow, organizational structure, grammar, and syntax
- Working with the Managing Editor, the Production Editor, and the Coeditors in planning future issues, generating ideas, and identifying authors, keeping in mind balance of topicality and scholarship
- Actively soliciting and commissioning essays and articles (in consultation with the editorial team)

- Nurturing long-term relationships with contributors, ability to work with authors from concept and framing through to final product
- Writing occasional book reviews for *JPS*, or blog posts for the IPS blog, *Palestine Square*
- Assisting editorial team to prepare for semi-annual Editorial Board meetings
- Representing *JPS* at occasional IPS events such as receptions and seminars outside regular office hours; setting up/working with IPS team as needed
- Providing other research, editorial, and administrative support to JPS as necessary

Salary range: \$45,000-55,000, commensurate with experience. This position offers a competitive benefits package, including health, vision, and dental insurance, annual PTO, 401K, life insurance, and professional development opportunities. Flexible and remote working options are also offered.

To apply, submit resume, cover letter, and a writing sample to [ipsdc@palestine-studies.org](mailto:ipsdc@palestine-studies.org) with “Associate Editor” in the subject line by February 24<sup>th</sup>, 2023 at 11:59pm ET. No phone calls, please. Candidates selected for the first round of the job hiring process will be asked to edit the first few pages of a manuscript.

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