Position Description:
Reporting to the Executive, the Journal Editor is responsible for the management and direction of CHES resources to provide for the ongoing production of the CHES Quarterly Journal.

Scope:
The Editor ensures that an effective and efficient process is maintained for the production of a Journal, which meets or exceeds the requirements of the CHES organization.

- Ensures that objectives and goals as determined by the Executive are achieved.
- Provides support and direction to the Editorial Board.
- Develops and maintains a comprehensive resource base for future issues.
- Reviews and edits all articles, letters and submissions.
- Works in conjunction with national offices and a contracted publishing firm to attend to the ongoing requirements of the Journal.
- Maintains good working relationships with all interested stakeholders.

Qualifications:
- Good organization, interpersonal and computer skills.
- Excellent communication skills.
- Proven management experience.
- Experience within CHES and the Canadian Healthcare System.