

**REQUEST FOR APPLICATIONS**  
**Community-Campus Partnerships for Health**  
**CES4Health Editor**

Application Deadline: 5pm Pacific Time, November 9, 2015  
Start Date: January 2016

**SUMMARY**

Community-Campus Partnerships for Health (CCPH) is seeking an experienced professional to serve as Editor of [www.CES4Health.info](http://www.CES4Health.info), a peer-reviewed online repository of products of community-engaged scholarship that are in forms other than journal articles. This is a part-time role (approximately 5 hours per week, but could grow) with flexible hours. The chosen applicant may work from anywhere, providing his/her own workspace and materials, computer, internet access and phone. The candidate may dedicate time to the Editorship outside of work, as part of her/his academic service, or (if well aligned with their professional role) as part of her/his professional duties. In keeping with the mission of CCPH, the candidate should have experience in advancing social justice and health equity as evidenced by her/his professional career. The ideal candidate has a passion for community engagement and community-institutional partnership; a strong belief in the value of communicating with diverse audiences such as practitioners, community leaders and policy makers through innovative dissemination mechanisms; an understanding of the needs of academic community-engaged scholars in the context of career advancement; and significant experience in assessing the quality of community engagement and of scholarship and providing clear, respectful and constructive feedback to others.

**POSITION DESCRIPTION**

The CES4Health.info Editor is responsible for the following functions:

- Managing the editorial process from submission, to communicating a publication decision to the author, to online publication of the accepted product;
- Overseeing the work of a team of Associate Editors;
- Training academic and community peer reviewers;
- Representing CES4Health at conferences or other venues by offering workshops about publishing community-engaged scholarship; and
- Building partnerships with national organizations, societies or funding agencies to offer special calls for themed products.

CES4Health is an initiative under the auspices of CCPH and the Editor will work closely with, and is accountable to, the CCPH Executive Director.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

*Knowledge of [principles of respectful partnership](#) between community and academic or other institutional partners:* The Editor must be able to distinguish characteristics of genuine, reciprocal partnership from markers of other forms of relationships between academic/institutional and community entities. In addition, the ability to recognize cues suggesting unidirectionality, disrespect, lack of reciprocity, unequal power, etc. is key.

*Rigor lens:* The Editor needs to approach the task with an eye towards rigor. For example, although not all CES4Health submissions involve research, understanding what contributes to rigorous scientific methodology would assist the Editor in evaluating those products that are based in research activity.

*Information synthesis:* The ability to weigh, interpret and synthesize information across multiple sources of evidence is required.

*Managing remote work environment:* Working with a remote team dispersed across the U.S. and Canada requires good communications skills, initiative and a high degree of autonomy, responsiveness and accountability.

*Communication skills:* Ability to communicate positive and negative feedback to authors through respectful, clear and accessible writing is most important. The Editor will also be called upon to present orally and to write for academic and non-academic audiences. Clear oral communication is also required for purposes of providing phone-based training of reviewers, some of whom may not speak English as their native language.

*Excellent work habits:* Efficiency, organization and ability to meet deadlines.

## REQUIRED EDUCATION AND EXPERIENCE

- Graduate degree in any field relevant to the health of people or communities (including for example, public health, social science, nursing, social work, community development, design, etc.) or any field relevant to the communication of science (including for example, communications, science writing, etc.);
  - It should be noted that “health” in CES4Health is construed very broadly and individuals from a wide range of disciplinary backgrounds, traditionally health related and not, are appropriate for this position.
- Extensive prior experience in peer review tasks (for journal manuscripts, grants, etc.)
- Or a combination of education and experience that provides the required knowledge, skills, and abilities.
  - Note that the ideal candidate does not necessarily need to be from academia. Individuals working in community settings may also be appropriate with relevant education and prior experience.

## **SCOPE OF WORK**

- Screens incoming product submissions for appropriateness and copyright and HIPAA adherence
- Triage submissions to Associate Editors for assignment of reviewers
- Monitors the progress of the review process
- Conducts abbreviated reviews of each product and application submitted to provide sufficient knowledge of each submission
- Based on abbreviated reviews and Associate Editor recommendations and reviewer comment summaries, makes final publication decisions and prepares feedback letters to authors
- Reviews and makes publication decision for products revised and resubmitted
- Sends a letter to author-designated superiors, funders, partners, etc. announcing publication of an author's CES4Health product and providing background information about community-engaged scholarship, the rigor of the CES4Health peer review process and the appropriateness of considering a CES4Health-published product as a "publication" for academic scholars
- Conducts 1 hour phone trainings for every appropriate community and academic reviewer applicant
- Conducts quarterly Associate Editor conference calls to check in, problem-solve, maintain relationships with Associate Editors and continuously improve the editorial process
- Occasionally recruits and trains additional or replacement Associate Editors
- Prepares a bimonthly brief newsletter for reviewers
- Prepares and delivers presentations or workshops at approximately one conference per year
- Maintains awareness of organizations relevant to the mission of CES4Health and develops and maintains relationships with select organizations to further the mission of CES4Health
- Acts as liaison with CES4Health site hosting company, communicating and resolving issues and reviewing monthly invoices
- Strategizes and contributes to grant proposals seeking external funding

## **LOCATION AND TRAVEL**

CCPH and CES4Health function as virtual organizations with no central office or hub. Travel for everyday performance of job duties is not required. Some travel for conferences, such as the Community-Campus Partnerships for Health biennial conference, should be anticipated.

## **PHYSICAL REQUIREMENTS**

Must be able to talk on the phone, communicate via email and travel independently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## COMPENSATION

Serving in this role, the CES4Health editor will gain the opportunity to play an important role in advancing the field and the national conversation around community-engaged scholarship and promotion and tenure for community-engaged scholars. The editor will be included on CCPH's roster of consultants and be eligible for external consulting projects. Travel required for the position will be paid for by CCPH. The CES4Health editor will receive an Individual Membership to CCPH for each year s/he is serving in the role of editor.

## APPLICATION PROCEDURE

Interested applicants should e-mail a **cover letter of interest**, detailing editorial experience and professional experience, along with a **current resume** to: [info@ccph.info](mailto:info@ccph.info), with the subject line "CES4Health Editor Application." The application deadline is **5pm Pacific Time on Monday, November 9**. The position is open until filled.

## DIVERSITY

CCPH recognizes and values the importance of diversity and inclusion when seeking candidates and is committed to attracting and retaining individuals with varying identities and backgrounds.

CCPH provides equal access to and opportunity in its programs and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

## ABOUT COMMUNITY CAMPUS PARTNERSHIPS FOR HEALTH

Community-Campus Partnerships for Health (CCPH) is a nonprofit organization formed in 1997 to promote health equity and social justice through partnerships between communities and academic institutions. CCPH has over 2,000 community-based and institution-based members, from across the US, Canada and a dozen other countries, engaged in collaborative research, teaching and service. CCPH's strategic goals are to leverage the knowledge, wisdom and experience in communities and in academic institutions to solve pressing health, social, environmental and economic challenges; ensure that community-driven social change is central to the work of community-academic partnerships; and build the capacity of communities and academic institutions to engage each other in partnerships that balance power, share resources, and work towards systems change. By mobilizing knowledge, providing training and technical assistance, conducting research, building coalitions and advocating for supportive policies, CCPH helps to ensure that the reality of community engagement and partnership matches – indeed exceeds – the rhetoric.

To learn about our history and evolution, please read our [10th anniversary report](#) from 2007 and the [paper we prepared for our 15th anniversary](#) in 2012.

## **ABOUT CES4Health.info**

CES4Health.info is a free, online mechanism for peer-reviewing, publishing and disseminating products of health-related (broadly defined) community-engaged scholarship that are in forms other than journal articles.

Peer-reviewed journal articles are essential for communicating the results of scholarship to academic audiences, but they are not sufficient and are often not the most important mechanism for disseminating the results of community-engaged scholarship - scholarship that is developed in partnership with communities. Service-learning, community-based participatory research and other community-engaged activities require diverse pathways and products for dissemination in order to reach and benefit community members, practitioners and policy makers. These products include, for example, training manuals, policy briefs, presentations, instructional DVDs and online curricula.

Products of community-engaged scholarship that are in forms other than journal articles are usually not peer-reviewed, published or disseminated widely. As a result, faculty review, promotion and tenure committees often perceive them as being of less importance, quality, credibility and value. Further, they are rarely seen and used beyond the community with which the engaged work was conducted. Without ready access to these products, community members, practitioners and policy makers are often left to "reinvent the wheel."

CES4Health.info is designed to fill this gap!