**Journal Editors Discussion Interface (JEDI) Community Manager**
**Consulting Position**
**October 2020**

The "Journal Editors' Discussion Interface" (JEDI) will combine features of an online forum and a traditional email listserv, encouraging and facilitating communication and learning among a broad range of editors of social science journals. JEDI will initially focus on the aspects of the editorial process that concern data and code and their management, citation, and accessibility; additional aspects of research transparency; and reproducibility, replication, and verification. The goal is to augment the readiness of the publishing community across academic disciplines to generate and adopt consensual best practices for capitalizing on developments in the socio-technical infrastructure supporting open science.

**Consulting Position:** The JEDI Community Manager will contribute to a project organized by a team of researchers and technologists at several of the world's leading data repositories and will play an active role in contributing to the promulgation and adoption of open science practices in research.

**Engagement Period**:  December 2020-August 2022

**Hours**:  20 hours/week

**Remuneration**:  Hourly rate between $30 and $35, commensurate with experience

**Location**: Remote

**Description**:  The JEDI project is funded by the National Science Foundation.  The JEDI Community Manager will assist the project PI, co-PIs, and software developer with community logistics, outreach, engagement, documentation, and governance.

**Key responsibilities**
- Contribute to the clear articulation and achievement of JEDI's mission
- Develop and maintain the project's road map, with milestones and key activities required for the successful execution of the project
- Work closely with developers, stakeholders, and community members to assist with documenting user stories, technical specifications, and user guides
- Contribute to the development of listserv policies and rules, and to the design of the user interface
- Lead outreach efforts to promote JEDI and to recruit a broad, diverse, and inclusive participant base; onboard new community members and contributors
- Contribute to envisioning, organizing, preparing materials for, conducting, evaluating, and preparing reports from activities (e.g., focus groups) aimed at gaining input on the development of the JEDI platform

- Assist with and coordinate the moderation of listserv discussion, engaging with contributors who wish to pose and answer questions and working actively to encourage and propel dialogue and debate
- Assist in organizing workshops and webinars for the community, and in organizing and managing small working groups addressing specific goals and tasks

**Qualifications**
- Required
  - Bachelor of Arts or more advanced degree in related field
  - Interest in promoting, and knowledge of, open science
  - Experience building, managing, and working with online communities
  - Excellent interpersonal skills and empathy, valuing diversity
  - Excellent written and verbal communication skills
  - Experience working as part of a small team
  - Experience juggling multiple complex tasks simultaneously
- Desired
  - Familiarity with academic publishing

We would welcome interest from candidates who can contribute to the diversity of our team, and reflect the diversity of the research communities with which we interact and whom we serve.

**Application Procedure**:  Please indicate your interest in the consulting position via an email to Professor Colin Elman, Center for Qualitative and Multi-Method Inquiry, Syracuse University (celman@syr.edu). Please include a cover letter, a resume and contact information for three professional references. We will review these expressions of interest, and then send a formal request for proposals to a short list of candidates. We hope to have interviews by mid-November 2020.