

About the Society for Vascular Surgery

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,400 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit www.vascular.org.

The Society for Vascular Surgery is an Equal Opportunity Employer.

Date posted: 1/26/2026

Editorial Assistant

SVS is seeking a detail-oriented and proactive Editorial Assistant to support the *Journal of Vascular Surgery* (JVS) portfolio of peer-reviewed journals. The Editorial Assistant plays a key operational role in ensuring the smooth and accurate processing of manuscripts across the JVS journals. Working with a high degree of independence, this position manages manuscript intake and revision workflows, supports routine communication with authors, reviewers, and editors, and contributes to journal-related initiatives including Continuing Medical Education (CME) reporting, affiliate society abstract publication, and coordinated social media efforts.

What you'll own

- Manage the intake of all new and revised manuscript submissions, ensuring each submission meets journal requirements and is fully prepared for peer review prior to editor assignment.
- Conduct detailed submission and revision checks using established checklists; return noncompliant manuscripts to authors with clear, professional guidance.
- Monitor and manage the shared journals inbox, responding to routine inquiries from authors, reviewers, editors, and other stakeholders in a timely and professional manner, and escalating or flagging issues as appropriate.
- Support data collection, cleaning, and reporting related to reader and reviewer CME activity, working closely with the Senior Managing Editor, Senior Editorial Assistant, and SVS Education colleagues.
- Support the maintenance of strong JVS–society relationships by assisting with the coordination and timely publication of affiliate society meeting abstracts.
- Assist with coordination and support of journal social media activities, collaborating with editors, SVS Marketing & Communications colleagues, and publications staff to support planning, implementation, and evaluation.
- Maintain accurate records and documentation within journal management systems and internal tracking tools.
- Contribute to ongoing improvements in editorial workflows, documentation, and communication practices.
- Perform other duties as assigned in support of SVS Publications operations.

What you'll bring to the job

- Bachelor's degree or equivalent combination of education and relevant experience.
- At least 1 – 3 years' experience in communications, marketing, or similar.
- Exceptional attention to detail and strong written communication skills, with the ability to apply complex guidelines consistently and accurately.

Job Posting

- Demonstrated ability to work independently and self-direct daily work, managing multiple tasks efficiently with minimal supervision.
- Strong critical thinking and problem-solving skills, including the ability to identify issues, exercise sound judgment, and escalate concerns appropriately.
- Proven ability to collaborate effectively as part of a multidisciplinary, distributed team, including editors, society staff, and external partners.
- Comfortable working in a virtual or hybrid environment, with strong time management, accountability, and follow-through.
- Proficiency in Microsoft Office (Outlook, Word, PowerPoint, Excel) and confidence learning new systems and technologies.
- Familiarity with at least one online manuscript submission or peer review system (e.g., Editorial Manager, ScholarOne) or demonstrated ability to learn such systems quickly.
- Interest in scholarly publishing and editorial workflows; familiarity with academic publishing standards, production processes, or publication ethics is preferred.
- Commitment to quality, professionalism, and continuous process improvement.

Your commitment

- **Respect:** We choose to do the right thing; for our members, for our colleagues, and for ourselves. Sharing our collective differences, talents, life experiences, and self-expressions is encouraged. Treating others how they wish to be treated and receiving the same in return creates an environment where trust lives, confidence grows, and great things happen.
- **Innovation:** We have the courage to find new ways to provide value to our members, constituents, and colleagues. We challenge the status quo, consider new ideas, and are never complacent with success. We embrace a continuous learning environment and prepare for an environment of change to ensure we remain relevant.
- **Collaboration & Teamwork:** We are intentional in our ability to consider different points of view and to work effectively with others to support a shared purpose. We address conflict directly and constructively and help to manage/resolve it in a way that strengthens overall team cohesiveness and future effectiveness.
- **Excellence:** Our members rely on us to provide the resources and support they need to deliver the highest level of care to their patients. We are grateful for their trust and are dedicated to delivering excellence by meeting or exceeding expectations. We set a high bar and don't rest on our accomplishments but build on them to be the best.

Physical Requirements & Environment

Typical office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. This is a remote position

Our commitment

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large. Target hiring range: \$25.65 - \$32.30/hour, based on qualifications and experience. Benefits include but are not limited to medical, dental, vision, short/long-term disability, life insurance, paid time off, 401(k), recognition and team building, and an annual discretionary bonus opportunity.

To Apply:

Please submit your resume to HRResumes@vascularsociety.org. We will continue to accept applications until the position is filled. Candidates must have valid U.S. work authorization at the time of application; visa sponsorship is not available for this role.