



**CANADIAN
ANESTHESIOLOGISTS'
SOCIETY**

The Canadian Anesthesiologists' Society (CAS) is the national specialty society for anesthesiology in Canada. The CAS was founded in 1943 as a not-for-profit, voluntary organization and is guided by its vision of transformative patient care, with its mission to serve members and advance the specialty through leadership, advocacy, education, and research. CAS represents 3,000 members (anesthesiologists, GP anesthetists, residents, Anesthesia Assistants, etc.) across Canada and around the world.

Editorial Assistant, Canadian Journal of Anesthesia

Are you an independent worker, who is diligent, dependable, and flexible? The Canadian Anesthesiologists' Society (CAS) is seeking an **Editorial Assistant (EA)** to provide senior level administrative support and project management for the *Canadian Journal of Anesthesia*.

As the Editorial Assistant, you will oversee the scientific manuscript submission process and liaise with the journal publisher to support monthly issue production. This front-facing representative of the journal is expected to model professionalism, superior communication skills and organizational abilities. You will work with journal contributors, members, other staff and Society officers, Board members and external partners; and provide scheduling of meetings, take minutes, and follow up on action items.

In this role, you will report to the Executive Director but take daily direction and be supervised by the Canadian Journal of Anesthesia Editor-in-Chief. You will facilitate the manuscript process by liaising between submitters and the Editors. This highly responsible position requires a proactive, creative, and resourceful individual with recognized experience in assessing and successfully balancing competing priorities and deadlines in an extremely busy environment.

If you have relevant education and experience supporting a manuscript submission process, preferably in an academic or medical journal environment with excellent administrative and coordination skills, please consider applying today!

HOW TO APPLY:

Please forward your resume and covering letter to cas@hrassociates.ca by December 10th, 2021 to be considered for this opportunity. If you have questions, please contact Luciana Da Silva at 416-237-1500 x266 or luciana.dasilva@hrassociate.ca. For further information on the CAS, please visit <https://www.cas.ca/en/home>.

CAS employees are operating remotely on a full-time basis.

We thank all external applicants for their interest, however, only those selected for further consideration will be contacted. Applications will be reviewed on a rolling basis. CAS is an equal opportunity employer. Accommodation, if required, will be provided throughout the hiring process in accordance with the Human Rights Code.

