

Position Vacancy Announcement
Bilingual Writer/Editor
Links Media, LLC

Location: Gaithersburg, Maryland

Salary: Commensurate with experience and qualifications

Full or Part Time: Full-time

Job Description: Links Media, LLC, seeks a skilled and experienced **Bilingual Writer/Editor** fluent in English and proficient to fluent in Spanish to join its Design and Production Unit. He/she will develop high-quality technical, non-technical, and creative documents, which may include informational, educational and communications tools such as brochures, fact sheets, speeches, web content, press releases, articles, op-eds, training materials, meeting materials, presentations, marketing collateral, books, meeting coverage, manuals, workbooks, etc. targeted to health professionals, consumers, policy makers, government officials, internal audiences, and corporate clients.

Reporting to the Publications Manager and the Corporate Leadership, the **Bilingual Writer/Editor** will be a skilled editor and savvy technical writer with the ability to translate complex concepts and scientific information for various audiences and different levels of literacy. The successful candidate will be able to produce persuasive, strategic written materials under tight deadlines and within a dynamic, team-based environment. He/she also will have superior copy-editing skills, unflappable attention to detail, and some broader communications experience beyond publishing (e.g., web management). Materials will generally be created in English and translated into Spanish. Ability to edit in both languages is required; ability to write in both is desired.

Key Role and Responsibilities:

Includes the following and other duties as assigned:

- Edit and provide final review of written documents for Links Media projects;
- Write compelling, impactful technical, non-technical, and creative documents for a range of audiences under deadline;
- Conduct research, sourcing, and outreach as needed for written work products;
- Serve as writing and editing resource for all units and staff within Links Media and the Links Media Network, as needed;
- Proactively track progress of individual tasks, providing internal updates where necessary;
- Assist in Links Media staff communications and face-to-face client meetings; and,
- Maintain and develop skills in light of emerging changes.

Minimum Qualifications, Knowledge, and Experience:

- A Bachelor Degree in English, Journalism, or a related field; Masters Degree in an appropriate discipline preferred.
- 5 – 10 years of technical writing, copywriting, and editing experience in all forms of consumer, professional and business writing.
- Exceptional writing and editing skills.
- Experience in health and science writing desirable.
- Must be able to generate highly technical and conceptual user documentation.
- 100% proficient in English; Proficiency in Spanish highly preferable.
- Experience writing/editing content designed for translation to multiple languages.
- Knowledge of GPO, Chicago, and other key editing styles.

- High level of proficiency in MS Office applications.
- Must understand all phases of delivering professional documentation including planning of government and consumer publications.
- Strong organizational skills that demonstrates a high level of accuracy and attention to detail.
- Some broader communications experience/knowledge beyond publishing is desired to ensure good collaboration and coordination with web communications, public relations, graphic design, and marketing teams.
- Demonstrated understanding of and experience with using new and emerging communications technology for communications, including multimedia production.
- Ability to learn quickly, demonstrate critical thinking, and make situation-appropriate decisions using sound judgment.
- Outstanding interpersonal and communication skills.
- Must be creative and a dynamic self-starter, comfortable with taking initiative and able to work against deadlines with minimum supervision.
- Ability to work collegially under extreme deadline pressure and handle multiple work assignments.
- Experience working in a high-paced, small company environment.

Application Deadline: Open Until Filled

To Apply: Please forward cover letter, resume, salary requirements based on history, and 3+ writing samples (Web links are accepted) , including press documents, management report, article, or other publication, to jobs@linksmedia.net in MS Word or fax to 301-987-5498. Top candidates will be required to take an editing test.

Links Media has the people, strategy, agility, and products to thrive in a highly dynamic and innovative environment. If you are a dynamic, successful, driven professional, Links Media is the company that will further your experience and career growth. We offer a highly competitive salary, comprehensive benefits including, medical, dental, 401k, and much more. As an Equal Opportunity Employer, we are committed to a diverse workforce. Equal Opportunity Employer M/F/V/D