

**Position Vacancy Announcement**  
**Technical 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 Technical Health Sciences **Writer/Editor** to join its Design and Production Unit. A Ph.D. in biology or other health sciences and experience in health communications are highly preferred. He/she will develop high-quality technical, non-technical, and creative documents, which may include informational, educational and communications tools such as scientific papers, articles, books, meeting coverage, op-eds, training materials, presentations, brochures, fact sheets, web content, press releases, marketing collateral, etc. targeted to health professionals, consumers, policymakers, government officials, internal audiences, and corporate clients.

Reporting to the Publications Manager and the Corporate Leadership, the Technical Health Sciences **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, and accurate 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 ideally, experience participating in or managing peer and editorial review processes.

**Key Role and Responsibilities:**

Includes the following and other duties as assigned:

- Edit and provide final review of written documents for Links Media projects and clients;
- Evaluate, fact-check, and prepare documents for submission to scientific journals and publications;
- 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:**

- Bachelors degree in English, Journalism, or a related field; advanced degree(s) in an appropriate health sciences discipline preferred.
- Doctorate in biology or other health sciences and experience in health communications are highly preferred.
- 5 – 10 years of technical writing, copywriting, and editing experience in all forms of scientific, consumer, government, and business writing.
- Exceptional writing and editing skills, including knowledge of Chicago and other style manuals.

- Experience in highly technical and conceptual health and science writing.
- 100% proficient in English; proficiency in Spanish highly preferable.
- Experience writing/editing content designed for translation to multiple languages.
- High level of proficiency in MS Office applications; knowledge of other packages (e.g., Adobe Acrobat, multimedia applications, etc.) desirable.
- Understanding of all phases of planning and delivering professional documents for scientific, government, and consumer publications.
- Strong organizational skills that demonstrate 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.
- Understanding of and experience using new and emerging 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.
- Strong tendency to be creative and a self-starter, comfortable 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 two short (max 300 words) writing samples to [jobs@linksmedia.net](mailto:jobs@linksmedia.net) in MS Word or fax to 301-987-5498.

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