

Science Writer/Editor



Rose Li and Associates, Inc. (RLA), a small but rapidly growing professional services firm based in Rockville, MD, seeks a full-time staff science writer/editor. Since its inception in 2003, RLA has developed a reputation for delivering outstanding written products to research-centric organizations on a wide variety of scientific topics. The successful candidate will be responsible for producing a range of communication materials, including but not limited to writing summaries of scientific meetings and teleconferences, performing literature reviews and drafting white papers or content for peer-reviewed papers, synthesizing written and oral grant review comments, consolidating information from multiple documents and databases into reports and user guides, drafting press releases and web content, and providing additional writing, editing, and research support services as needed. After initial training and demonstrated performance, this position may be eligible for telework and, as such, the successful candidate must be able to work efficiently and with limited supervision. Compensation is competitive and based on experience.

Responsibilities

- Attend meetings in person and via web or teleconference on a regular basis
- Draft, revise, and edit meeting minutes, summaries, and executive summaries
- Synthesize written and oral comments from multiple sources into coherent, logically organized documents that highlight key points and minimize redundancy
- Develop and copyedit written material for websites, including articles, blog posts, and press releases
- Conduct literature reviews and prepare annotated bibliographies on unfamiliar scientific topics
- Draft white papers and reports based on meeting content or material provided or found through literature searches
- Abstract technical papers into lay language
- Edit a variety of documents written by colleagues and clients
- Assist with research and analysis tasks as needed

Desired Skills

- Excellent written and verbal communication skills
- Outstanding command of written English, including writing mechanics and grammar
- Knowledge of editorial style guides, specifically GPO, CMOS, AP, and APA
- Ability to write for technical and lay audiences
- “Can do” attitude and ability to work well in a fast-paced team environment
- Strong organizational skills and ability to prioritize and complete multiple tasks simultaneously, on time, and with limited oversight
- Attention to detail
- Strong critical thinking and problem-solving skills
- Demonstrated analytical and quantitative capabilities preferred

- Proficiency with Microsoft Word (including templates, styles, and layout functions), Excel, PowerPoint, Outlook, Adobe DC Pro, etc.
- Ability to operate digital audio recorders, dial-in teleconferencing systems, and web conferencing systems (e.g., GoToMeeting, WebEx, Skype for Business)
- Experience with SharePoint and citation management software (e.g., Zotero) a plus
- Experience writing about biological, health, and social science topics strongly preferred

Minimum Qualifications

- Bachelor's or master's degree in biological, health, or social sciences, or a related discipline. Alternatively, a degree in writing or journalism with formal training or demonstrated experience in a scientific domain.
- 1-2 years' experience writing about scientific topics for technical or lay audiences preferred; entry-level candidates considered.
- Must be able to pass a background/credit check

About Rose Li and Associates, Inc. (RLA)

Rose Li and Associates, Inc. is a woman- and minority-owned small business specializing in science writing, research and analysis, conference services, and program management support. It received its 8(a) certification from the U.S. Small Business Administration (SBA) in October 2015. With this certification, RLA is growing in size, core competencies, and employee benefits. Therefore, the ideal candidate is excited about being part of a growing enterprise and is passionate about moving science forward, producing quality work, and supporting a team effort.

For more information about RLA, visit our website at <https://roseliassociates.com>.

To Apply

Please email a resume and cover letter to careers@roseliassociates.com and write "Science Writer/Editor" in the subject line. Please, no phone calls, no recruiters.

RLA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.