

Cancer Communications Editor, Kelly Government Solutions, Bethesda, MD

The contractor shall:

- (1) Plan, develop, and implement innovative strategic communications plans to communicate information about cancer genomics research initiatives and public health issues to ensure that new discoveries are disseminated to NCI audiences in an effective and timely manner
- (2) Develop and implement strategies to communicate cancer messages to Congress and other Federal and state government health officials, researchers and health professionals, the media, cancer-related organizations and associations, cancer advocacy groups, and the public
- (3) Collaborate with assigned NCI Divisions, Offices, and Centers, and other OCE branches and sub-offices to ensure that “discovery” in NCI-supported laboratories and clinical trials are disseminated to health professionals and the public in an effective and timely manner. Serve as the point-of-contact for assigned Divisions, Offices, and Centers, and help them to navigate the Office of Communications and Education and its services
- (4) Provide expertise in the development and coordination of strategic communications plans and content related to specific scientific findings or programs
- (5) Provide support for the planning and conduct of consumer research as part of strategic communications activities to ensure that all messages, materials, and strategies for target audiences are credible, clear and meaningful and are consistent with the state-of-the-science and the position of the Institute
- (6) Provide day-to-day support in the development of content for a variety of communication pieces including website pages, brochures, press releases, videos, etc
- (7) Develop and/or review content developed by other authors for basic scientific accuracy and consistency with accepted Style Guide guidelines
- (8) Coordinate and monitor production of and/or write and disseminate specific communications materials
- (9) Prepare or oversee the preparation of correspondence, reports or other documents on specialized subjects/topics. Coordinate with and advise the NCI Office of Media Relations (OMR) in recommending specific research projects or study results for promotion via a press release or other media materials. Provide counsel to OMR on the appropriateness of interviews and the selection of individuals to be interviewed. Collaborate with OMR to track media inquiries and coverage (including major national and international television, radio, and print outlets) of research to inform future direction of media planning

Requirements:

- (1) Minimum of 5 years experience in science communications for a variety of audiences and using a variety of formats
- (2) Bachelor’s degree in a related field
- (3) Knowledge and understanding of the field of communications and best practice
- (4) Knowledge of cancer, genetics, genomics and/or other related fields of scientific discovery
- (5) Experience in planning and supporting communications activities, with special emphasis on providing guidance in the area of cancer
- (6) Ability to communicate clearly and effectively in interpersonal and formal settings, including oral and written communication
- (7) Ability to work and interact with individuals at various levels of the organization, including senior leadership
- (8) Project management skills and ability to set priorities, develop work plans, and monitor progress
- (9) Knowledge and understanding of operational planning for an organization
- (10) Demonstrated ability to prioritize multiple projects, turn around projects quickly, and meet deadlines
- (11) Skill in monitoring relevant issues that may impact the organization and analyze and evaluate all available information and apply seasoned judgment to recommend a plan of action
- (12) Knowledge of the NCI, and the resources available within NCI’s Divisions, Offices and Centers

To Apply: To be considered for this position, submit resumes to locursn@kellyservices.com