

Writer/Editor

Description of Duties

Writes, reviews, and/or edits a variety of materials targeted to discrete audiences to amplify CTP's mission, key initiatives, public profiles community engagement opportunities, and public health updates. Participates in meetings and collaborates closely with subject matters experts and center management. Follows helps develop and follows standard operating procedures to ensure effective cross-functional collaboration with staff on health communication and marketing, stakeholder relations, health policy, and issues management. Creates program management systems to better track outreach products, ensuring timely completion. Serves as a point-of-contact for written public outreach communications.

Qualifications

- A combination of education (coursework equivalent to a major) and experience may be considered.
- U.S. citizenship is required.

Education

An official transcript, unofficial transcript, or a list including courses, grades earned, completion dates, and quarter and semester hours earned may be required. If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, click on: [foreign education](#).

Note: Please review each grade announcement for the specific qualifications and specialized experience.

Grade (Salary) Level

Federal General Schedule (GS) grade levels at which Writer/Editors are commonly filled are:

- GS-11 through GS-13 (\$74,950.00 to \$138,868.00 / Per Year)

Geographic Locations

Writer/Editors are located at FDA Headquarters in Silver Spring, MD