

# HEALTH LITERACY MEDIA

## Health Literacy & Science Writer Position Description

### About the organization

Health Literacy Media (HLM) is a 501(c)3 non-profit organization that works to make health care easier for people to understand. Health literacy is our ability to use health information and services in ways that lead to positive health outcomes.

### About the position

We are looking for a science health writer to join our team. Under the direction of the Assistant Director of Program Development, you will be tasked with providing support to all HLM programming, with a specific focus on our Clearly Communicating Clinical trials (C<sup>3</sup>T) and Explore Transplant/Explore Living Donation programs.

### Your duties:

- Write and edit complex health information following plain language strategies of clarity and clear design
- Read Clinical Study Reports and other clinical trial materials, and implement HLM's evidenced-based approach to present science health information in an easy-to-understand, friendly manner
- Develop health content for print and digital materials and social media messaging for public and professional audiences
- Build, test, and deliver trainings on communication-related topics, including online platforms using e-learning software
- Research and test innovative health communication strategies
- Provide administrative support to support program activities
- Other duties as assigned

### Skills you will need:

- Writing and editing skills with **outstanding attention to detail**
- Deep critical and creative thinking skills
- Ability to focus on a piece of writing for long periods of time
- Ability to follow set processes and learn from the expertise of the HLM team
- Curiosity about health topics and research
- Comfort with technology and the ability to learn on the job, including basic computer skills, such as Microsoft Office
- Flexibility in a quickly evolving workplace

### Skills that are a plus:

- Graphic design
- Research experience including research design, informed consent, data analysis, program coordination, management, etc.
- A working knowledge of biostatistics

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## **Education and experience**

Bachelor's Degree or demonstrated experience in a field related to communications, science, nursing, education, or public health with a minimum of 3 years' experience.

## **If you are interested, please sent your resume to:**

Arion Hairston

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Health Literacy Media

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