

Position Title: Writer/Editor
Grade/Rank and Series: GS-13, or Commissioned Corps equivalent
Bargaining Unit Status: Bargaining
Duty Station: Rockville Only

Bureau of Primary Health Care Office	Job Series	Duty Station
External Affairs Division (EAD), Office of Strategic Business Operations (OSBO)	Writer/Editor (1082)	Rockville Duty Station Only

OVERVIEW

As a Writer/Editor for the Bureau of Primary Health Care (BPHC)'s External Affairs Division (EAD), the incumbent will be responsible for producing digital content (e.g. e-newsletter articles, blogs, audio podcasts and video scripts) and other print materials about the Health Center Program for internal and external stakeholders under short and recurring deadlines.

RESPONSIBILITIES

- Create, review and update a variety of online and printed materials for internal and external audiences;
- Serve as technical authority on use of Plain Language and best practices for web writing;
- Coordinate review of material by subject-matter experts and consult on the composition and development of a variety of online and printed materials;
- Conduct research, interview, organize, write, revise and clear items produced through the highest levels of the Bureau;
- Provide editorial support for senior writer/editors, formats and precedents and perform rewrites to submitted official documents.

EXPECTED RESULTS

Gather and generate content from subject-matter experts into final products

- Generate a variety of online and/or printed materials for technical and lay professionals (e.g., informational flyers, fact sheets, newsletter articles, speeches and talking points).
- Modify the style and format of material for the appropriate medium or publication.
- Review online material for use of Plain Language, desired tone and appearance.
- Develop statements to explain complex program policies.
- Conduct research using authoritative sources to understand external perspectives on agency programs and policies.
- Ensure materials reviewed by agency officials conform to editorial standards and policies.
- Writedigital content that address or clarifies complex program and policy issues.

Review and update a variety of online, printed materials for internal and external audiences

- Advise senior staff and management on the most logical and effective presentation of visual and editorial content on the web.
- Determine the overall length and tone of written materials for different types of digital publications, such as newsletters and blogs.
- Create and revise web-based materials to reflect organizational priorities, balance, and digital communications best practices.
- Gather information with subject-matter experts to develop web content and a variety of other types of digital publications.

- Proofread and edit documents for adherence to various writing principles, such as Plain Language, AP style format, grammar, spelling, etc.

Analyze and select the most logical, pertinent and effective use of information and determine how it is presented

- Determine information needs, format and style of writing for varying intended audiences.
- Conduct research to verify accuracy of data presented on the web and within other digital publication.
- Determine and ensure consistency with other key messages, priorities or other information presented by the organization.

PREFERRED EXPERIENCE AND COMPETENCIES

- Ability to provide technical authority (i.e. Plain Language and best practices) for the creation of web content and digital publications;
- Ability to explain complex technical information in Plain Language
- Skill in web content development and digital publications
- Ability to analyze and present information gathered