

Position Title: Science and Policy Communications Specialist
Department: Communications Department
Reports to: Communications Director
Status: Full time (37.5 hours/week), Exempt status
Location: Rockville, Maryland; Hybrid working three days per week in the office
Date: October 7th, 2022

The American Society for Biochemistry and Molecular Biology (ASBMB) is an international nonprofit scientific and educational organization. With over 10,000 members, made up of students, researchers, educators, and industry professionals, the ASBMB is one of the largest molecular life science societies in the world.

The American Society for Biochemistry and Molecular Biology (ASBMB) is seeking a **Science and Policy Communications Specialist** who serves as the society's media-relations officer for science policy and publishing matters.

Responsibilities and Duties:

- Serves as the society's media-relations officer for science policy and publishing matters.
- Writes news releases about advocacy activities and scientific findings reported in the society's journals.
- Interviews subject-matter experts and conducts research to tell complete and compelling stories.
- Pitches story ideas and interviews to mainstream, trade and specialty media outlets.
- Leverages and maintains society's press list and develops relationships with reporters.
- Uses press-release distribution services, email and social media to disseminate news.
- Tracks and analyzes the effectiveness of media-relations activities.
- Responds to inquiries from public information officers and journalists.
- Edits and proofreads position statements, testimony, newsletters and other correspondence.
- Identifies relevant content from partner outlets for republishing in the member magazine.
- Writes news briefs about the society's members.
- Provides writing, editing, proofreading and support for various publishing projects and campaigns.
- Positions may be reassigned, and responsibilities may be modified or changed at any time to fulfill organizational requirements.

Skills and Qualifications:

- Bachelor's degree in life sciences, English or Journalism required. Advanced degree preferred.
- At least two years of PR/journalistic writing experience preferably with a focus on science and/or technology. This is not an entry-level position.
- Excellent organizational skills with the ability to multitask and meet deadlines.
- Strong oral and written communication skills, grammar, spelling and journalistic writing; Associated Press style.
- Ability to be flexible and work creatively as part of a team or autonomously; strong interpersonal skills.
- Proficiency with MS Office and web content management.
- Familiarity with social media platforms.
- Must have proficient analytical skills.
- Must have attention to detail.

Benefits

This is a full-time, exempt position. The ASBMB offers exceptional benefits, including professional-development opportunities, 403(b) retirement, holidays, annual and sick leave, medical, dental and vision insurance, life insurance, short- and long-term disability, and free parking.

Location

This position is located in Rockville, Maryland, and in walking distance to Metro and on major bus lines. Currently all staff are required to work in the office three days per week and work remotely two.

To Apply

For more information and to apply, visit <http://www.faseb.org/employment>. **Please send a cover letter and salary requirements with your résumé and include links or PDFs of at least three or more clips of relevant work.**

If you need an accommodation to complete the application process, please contact FASEB/ASIP's Human Resources Department at resumes@faseb.org

To learn more about the ASBMB, please visit www.asbmb.org.

The ASBMB is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Read the ASBMB's mission and DEAI statements at www.asbmb.org/about.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.