



Science Writer
Vital Strategies
New York

Terms of Reference

Title: Science Writer
Contract Type: Consultancy
Contract Duration: Six months
Start Date: ASAP
Application Deadline: March 29, 2024

Vital Strategies is a global health organization that believes every person should be protected by equitable and effective public health systems. We partner with governments, communities and organizations to reimagine public health, and the result is millions of people living longer, healthier lives. Our goal is to build a future where better health is supported across all facets of our lives, in our families, communities and environment.

Vital Strategies' programs strengthen public health systems and address the world's leading causes of illness, injury and death. We currently work in more than 80 countries, supporting data-driven decision making in government, advancing evidence-based public health policies and mounting strategic communication campaigns. Vital Strategies' priorities are driven by the greatest potential to improve and save lives: noncommunicable disease prevention; tobacco control; road safety; food policy; overdose prevention; environmental, climate and urban health; civil registration and vital statistics; cancer surveillance; and data impact. Our programs are primarily concentrated in low- and middle-income countries in Africa, Latin America, Asia and the Pacific; the Overdose Prevention Program works in seven U.S. states. Please visit www.vitalstrategies.org or Twitter/X [@VitalStrat](https://twitter.com/VitalStrat) to learn more.

The Consultancy

The science writer will support the Policy Advocacy and Communication division at Vital Strategies in producing content that translates complex scientific concepts, insights and study findings into accessible content for a broad range of audiences, from public health professionals to the general public. The Science Writer will liaise with researchers and program professionals, as well as the editorial, public relations and design teams, to produce carefully researched and written, evidence-based materials that maintain the highest standards of scientific accuracy. Writing may also include corporate, executive and media communication.

Deliverables

- First drafts of scientific proposals, research briefs, case studies, technical reports, peer-reviewed papers and other documents as needed.
- Final drafts of aforementioned documents following multiple rounds of revisions to incorporate feedback and comments received by additional authors and reviewers.

Responsibilities



The consultant's activities may include the following:

- Write, edit and proofread a variety of scientific writings for public release, including research briefs, case studies, technical reports, peer-reviewed papers, and other documents as needed
- Manage the submission of peer-reviewed papers and related communication
- Help draft and/or review abstracts and presentations for conferences, technical consultations, and other forums
- Prepare monthly research roundup to send to team and external colleagues
- Ensure adherence to AP style and in-house style guide (or appropriate journal style), with close attention to detail and consistency
- Other editorial duties as assigned

Consultant background must include:

Education and degree

- Bachelor's degree in English, journalism, social sciences or a related discipline

Skills and abilities

- Exceptional writing and editing skills, with experience writing and editing technical documents, including journal articles, strongly preferred
- Ability to read scientific materials and translate the information into accessible, readable content for various audiences, such as partners, donors, government officials, and the general public
- Experience conducting literature reviews and using citation management software
- Meticulous attention to detail
- Strong interpersonal skills and ability to communicate effectively with people from other countries, cultures, and disciplines.
- Great organizational skills, with the ability to self-manage and deliver high-quality work on time
- Fluency in written and spoken English

Experience

- Five years of professional writing experience required; public health, public policy or social science knowledge and experience preferred

How to Apply

To apply, please send a CV and cover letter to editorial@vitalstrategies.org with the subject line "Vital Strategies Science Writer." Shortlisted candidates will be asked to complete a writing assignment.

Closing Date for Applications: March 29, 2024. Only shortlisted candidates will be contacted.