Rose Li and Associates, Inc. (RLA), a growing professional services firm based in Rockville, MD, seeks a full-time Science Writer & Analyst. In this role you will be responsible for creating a wide range of communications materials and providing data analysis to support their development. If you are excited about being part of a growing enterprise and passionate about moving science forward, producing quality work, and supporting a team effort, we invite you to read the description below and apply.

You may be a strong candidate if you have experience in any of the following areas:
- Performing program analysis and developing related reports in a nonprofit/public agency
- Training or working in a quantitative scientific or health field, such as health economics, epidemiology, or computational neuroscience
- Conducting and presenting quantitative market/brand optimization research or operations analysis in a science or health organization
- Performing public policy analyses or providing analysis and writing to support foundation grant applications and reports

Job Responsibilities

Writing
- Generate a range of written documents, including meeting summaries, minutes, literature reviews, and communications for lay audiences (fact sheets, blog posts, etc.)
- Attend scientific meetings in person and via web or teleconference on a regular basis
- Document meeting proceedings in the form of minutes, summaries, and executive summaries, capturing meeting outcomes and action items quickly and accurately
- Synthesize written and oral comments from multiple sources into coherent, logically organized documents that highlight key points and minimize redundancy
- Develop and copyedit written material for websites, including articles, blog posts, and press releases
- Conduct literature reviews and prepare annotated bibliographies on unfamiliar scientific topics
- Translate or abstract technical papers into lay language
- Edit a variety of documents written by colleagues and clients

Data Analysis
- Help formulate careful analytical questions that may deliver valuable insights to science research communities
- Develop and recommend data analysis strategies that optimize quality and efficiency
- Use statistical techniques to identify, analyze, and interpret trends or patterns in large data sets
- Support the development of data visualizations for technical and lay audiences
- Translate quantitative analysis into compelling narrative prose

Job Qualifications

Required Skills and Experience
- Strong verbal and outstanding written communication skills

- Successful experience writing about technical material
- Demonstrated ability to perform a variety of rigorous quantitative data analyses
- Strong critical thinking and problem-solving skills
- "Can do" attitude and ability to work well in a fast-paced team environment
- Strong organizational skills and ability to prioritize and complete multiple tasks simultaneously, on time, and with limited oversight
- Meticulous attention to detail
- Proficiency with Microsoft Word (including templates, styles, and layout functions), Excel, PowerPoint, Outlook, Adobe DC Pro, etc.
- Ability to meet and maintain requirements of National Agency Clearance with Inquiries (NACI) and installation access requirements for Fort Detrick
- Ability and willingness to commute daily to Rockville office and periodically attend meetings throughout the greater Washington, DC region
- Education/experience:
  - PhD involving significant quantitative analysis experience OR
  - MA/MS in biological, health, social sciences, or related field plus at least 2 years of experience OR
  - BA/BS in biological, health, social sciences, or related field plus at least 4 years of experience

Preferred Skills and Experience
- Experience with SharePoint and citation management software (e.g., Zotero)
- Experience writing about or conducting research in biological, health, and/or social sciences
- Experience writing for both technical and lay audiences

Compensation and Benefits
RLA offers competitive compensation, based on experience. Our benefits package is generous and includes paid time off, all federal holidays, health insurance, short-and long-term disability and life insurance, 401(k) company match, and profit-sharing plan.

Application Process
Qualified applicants will complete at least one screening interview, an in-depth in-person interview, and a trial task.

About Rose Li and Associates, Inc. (RLA)
Since our inception in 2003, RLA has developed a reputation for delivering outstanding research and writing services to research-centric organizations, with a focus on biological, health, and social sciences. We are a woman- and minority-owned small business specializing in science writing, research and analysis, conference services, and program management support.

For more information about RLA, visit our website at https://roseliassociates.com.

RLA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.