



Rose Li and Associates, Inc. (RLA), a growing professional services firm based in Rockville, MD, seeks a full-time **Program Coordinator/Analyst** in our newly created Center for Scientific Research. RLA supports life and social science organizations by conducting literature reviews, performing quantitative analyses to shape program assessments and public policy reviews, and providing a variety of writing support. In this role, you will provide research management support to help RLA and RLA's government, academic, and corporate clients move science forward, by conducting research, analyzing datasets, developing technical communications, and coordinating workshops. Inherent in all these projects is the ability to become quickly oriented to unfamiliar and complex biomedical and social science topics, to translate those topics into a variety of exceptionally well-crafted materials that work for a range of audiences, and to collaborate on a team to make those materials as effective as possible.

If you are excited about being part of a growing enterprise and are passionate about moving science forward, producing high-quality work, and supporting a team effort, we invite you to read the specific responsibilities below and apply.

Job Responsibilities

Program Coordination

- Assist with project planning, timeline and work scope development and adherence, progress reporting, and budget/cost management
- Coordinate with external and internal stakeholders, including clients, other RLA division staff (in Science Writing and Communications and in Conference Services), subcontractors, vendors, and consultants to ensure effective communications and timely completion of deliverables
- Help ensure quality of deliverables and creation of efficient processes for research project management where none currently exists

Analysis

- Help formulate precise analytical questions to deliver insights to science research communities and public policy organizations
- Develop and recommend data analysis strategies that optimize quality and efficiency
- Use statistical techniques to identify, analyze, and interpret patterns in large data sets
- Support the development of data visualizations for technical and lay audiences
- Translate quantitative analysis into compelling prose
- Conduct literature reviews and prepare bibliographies on unfamiliar science topics

Science Writing

- Generate a wide range of communications materials, including formal reports, working group minutes, peer review summaries, fact sheets, draft journal articles, video scripts, strategic plans, progress reports, proposals
- Synthesize written and oral comments from multiple sources into coherent, logically organized, concise documents that highlight key points
- Translate or abstract technical papers into lay language

Job Description – Program Coordinator/Analyst

- Attend and document scientific meetings (both in person and via web or teleconference) on a regular basis, capturing high-level outcomes and action items quickly and accurately

Job Qualifications

Required Skills and Experience

- Demonstrated ability to perform a variety of rigorous quantitative data analyses
- Facility in using statistical analysis packages (e.g., SPSS)
- Successful experience writing about technical material
- Strong verbal and outstanding written communication skills
- 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 (after current pandemic restrictions are lifted)
- Minimum education/experience:
 - MPH/MPP or MA/MS in biological, health, social sciences, or related field plus at least 2 years of experience, OR
 - BS 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
- Facility for setting up and managing virtual conferences using multiple platforms (e.g., Zoom, WebEx, Teams)
- Experience with management of NIH grant processes (e.g., application, review, post-award, renewal), Institutional Review Boards, journal submissions

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

To submit an application, please provide your resume and a cover letter detailing your affinity for program/project coordination, analysis, and writing to Careers@roseliasociates.com

Job Description – Program Coordinator/Analyst

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.