



Position: Communications Specialist/Program Analyst

Location: 6001 Executive Blvd, Rockville, MD 20892

Hours: Monday-Friday, normal business hours

Benefits: Paid time off, holidays, subsidized healthcare premiums if needed, short-term disability, long-term disability, life insurance, 401K company match, and profit-sharing plan

RLA has an immediate opportunity for a **Communications Specialist/Program Analyst** working on a contract for the National Institutes of Health (NIH) in the Office of the Director, Division of Program Coordination and Planning and Strategic Initiatives (DPCPSI), Office of Strategic Coordination (OSC). The primary responsibilities of the position are divided between communications and evaluations to facilitate management of NIH Common Fund programs in broad scientific areas (e.g., genetics/genomics; cell/molecular biology; biochemistry, metabolism, or physiology; behavioral or clinical research; related biomedical research field). The ideal candidate will have at least a master's degree in a biomedical field (PhD and postdoctoral training a plus) with experience in or knowledge of academic conferences and outreach; demonstrated communications experience explaining complex scientific concepts to a variety of audiences; excellent analytical and communications skills; and a broad interest in an array of biomedical research areas.

Examples of Work To Be Performed

- Develop communications and outreach strategies for programs in relevant scientific areas including writing content for the Common Fund website, social media pages, press releases, and other communication vehicles.
- Work with Communications contacts for assigned program areas to develop outreach strategies such as participation at conferences, press coverage plans, and communication of research results.
- Analyze the NIH grant/contract/intramural research portfolio to identify scientific trends and knowledge gaps/opportunities.
- Review trade reports and international and domestic funding agency reports to characterize science being supported outside the NIH.
- Conduct literature reviews to determine current status of specific scientific fields.
- Generate concise reports and summary graphics.
- Analyze and track OSC-supported research publications.
- Organize workshops and/or trans-NIH Working Group meetings.
- Interact frequently with OSC Program Leaders, the Working Groups, and the Investigators to ensure that research results are communicated effectively, identify evaluative issues for which analysis may be needed, and respond to inquiries about programs in assigned areas.

Please note this job description is not a comprehensive listing of duties, responsibilities, or activities that are required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Expertise Required

- Demonstrated exceptional oral and written communication skills as evidenced by work samples and trial task (see below).
- Scientific credentials through publication of peer-reviewed manuscripts or presentations at research conferences.
- Excellent analytical, organizational, and time management skills.
- Master's degree in a biomedical field (e.g., genetics/genomics; cell/molecular biology; biochemistry, metabolism, or physiology; related biomedical research field), with minimum of three (3) years of experience working in a scientific organization. PhD and postdoctoral training a plus.

To Apply

Please send a cover letter, resume, writing sample(s) illustrating your ability to synthesize and summarize biomedical research findings for a general audience (resembling the [NIH Common Fund Research Highlights](#)), and names and contact information of at least three professional references. The successful candidate must be a U.S. citizen or permanent resident and be able to pass a background check.

Candidates invited to proceed to the second stage of the interview process will be asked to complete a timed **trial task** to assess potential for success in this position.

Closing Date

Open until position filled.

About Rose Li and Associates, Inc.

RLA is a boutique firm established in 2003 specializing in research, writing, committee and project management, meeting planning, and scientific review and planning services. A woman- and minority-owned company, RLA received its 8(a) certification from the U.S. Small Business Administration (SBA) in October 2015 and will graduate from the program in 2024. With the SBA certification, RLA is growing in size, core competencies, and employee benefits. In 2016, RLA was named a Top 100 Minority Business Enterprise in the mid-Atlantic region (Maryland, Virginia, and the District of Columbia).

For more information on RLA, visit our website at <http://roseliassociates.com/>

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