



Science Writer

NOAA/NESDIS, Silver Spring, MD

I.M. Systems Group, Inc. (IMSG) www.imsig.com, is looking for a qualified **Science Writer** candidate to join our Environmental Visualization Team supporting NOAA/NESDIS in Silver Spring, Maryland.

Position Description

This scientific writer/editor position is to provide communications support to NESDIS Headquarters (HQ) Communications team.

This individual would fulfill the following requirements:

- Support the NESDIS Communications team with speech writing and content development (writing/editing/communications expertise).
- Support NESDIS website and social media activities, through developing new written content and maintaining and posting to NESDIS social media accounts
- Provide some graphics and briefing support on an as-needed basis. Support includes, but is not limited to the development of multimedia briefings, documents, posters, and presentations for senior government staff.
- Assist in the preparation of presentations, reports and other documents, and in the preparation of minutes from in-person meetings.
- Translate technical and scientific subject matter into content that is accessible to the general public.
- Review and edit technical documentation, reports, presentations and other documents for their adherence to NESDIS editorial and grammar standards

Required Skills

Excellent oral and written communication skills, excellent human relation skills, exceptional organizational skills, and careful attention to detail. Must have 2+ years of experience with the following skills:

- Working independently on assigned tasks and collaboratively with a variety of groups.
- Using technology and/or data visualizations to communicate scientific information.
- Operating and maintaining a multi-component technical system.
- Using Microsoft Office applications (Word, Excel, and PowerPoint), email, and web browsers.
- Understanding of Earth systems sciences.
- Proficiency with AP writing style.
- Experience with web content management systems, such as WordPress or Drupal.
- Experience with data collection and analysis of website statistics.

Location and Timeline: Silver Spring, MD. Expect to start late January or early February 2015.

Schedule: Full-time (40hr/week). Typically during core business hours (9AM-3PM weekdays).

Must be able to pass a background investigation to obtain a security badge to enter federal government facilities.

To Apply:

IMSG offers an outstanding benefits package including medical benefits and paid time off. Interested applicants: Please submit your resume, the contact information for three (3) references, and a cover letter explaining how your qualifications meet the requirements of the position to: **jobs@img.com**, cc: Mr. Dan Pisut (pisutd@img.com) with the subject: **NOA1438 – EVL Science Writer – SCITECH**. Please also indicate your timeline of availability and preferred salary level for consideration. Salary commensurate with qualifications and experience.

IMSG is an Equal Opportunity Employer and Veteran friendly.