



Writer/Editor

Location: Office of National Marine Sanctuaries - Silver Spring, MD

Supervisor: National Interpretation Coordinator

Overview of Position

The writer/editor will play a key role in implementing the scope of a cooperative agreement between the National Marine Sanctuary Foundation and the NOAA Office of National Marine Sanctuaries (ONMS) by writing and editing communications products for the National Marine Sanctuary System.

The writer/editor writes and edits outreach, policy, and science materials and documents, as well as plain language articles for digital and print media. This person will primarily work with the ONMS national outreach coordinator and national interpretation coordinator and will also work with communications, science, and policy team leads, and others to ensure that efforts are fully aligned with all ONMS strategic efforts.

Responsibilities

- Write and copy edit public outreach documents and materials as needed, including but not limited to policy documents, science reports, one-pagers, brochures, and exhibits.
- Research, develop, and write articles for the web and print materials, including the NOAA Office of National Marine Sanctuaries website, yearly Earth Is Blue magazine, and external publications.
- Work with the NOAA Office of National Marine Sanctuaries headquarters and sanctuary site staff to develop and write stories about science, policy, and recreation issues in plain language for a general audience.
- Review and format documents that adhere to NOAA's Office of National Marine Sanctuaries branding and accessibility guidelines.
- Help develop templates that conform to branding and accessibility guidelines.
- Develop presentation materials for use throughout the Office of National Marine Sanctuaries.
- Train staff throughout the National Marine Sanctuary System on science communication, editing best practices, and other similar topics.
- Oversee writing/communications interns.
- Assist individual sanctuary sites in developing up-to-date website content.
- Assist the outreach, interpretation, and communications teams as needed.



Qualifications

- Superior communication and organizational skills
- Exceptional writing and copy editing skills
- Skill in writing about complex science and policy issues in plain language for a general audience
- Adept with Microsoft Word, Excel, and PowerPoint
- Knowledge of Adobe Creative Suite a plus
- High level of accuracy and attention to detail
- Ability to perform under tight deadlines and juggle multiple tasks and projects
- Demonstrated initiative; ability to work both independently and in a team-oriented and collaborative environment
- Knowledge of Associated Press news writing style a plus
- Experience and/or knowledge of national marine sanctuaries, ocean conservation, and marine science a plus
- A sincere interest in, and commitment to our mission

Why You Will Love Us:

- Dedicated and passionate staff committed to marine and Great Lakes conservation, and a fun group who takes its work more seriously than we take ourselves.
- Generous leave policy
- Health Benefits: medical, dental, and vision
- Foundation paid disability and life Insurance
- Transportation Benefits
- Retirement: 403(B) with 3% employer contribution after one year of service. No match required, 100% vested.

Compensation and Benefits: Salary range of \$54,000-\$59,000 commensurate with experience. The Foundation offers a competitive benefits package.

Location: Washington D.C. based (Silver Springs HQ office location)

Start Date: As soon as possible

[Apply Here](#)

Applications received before June 5 will be preferred.