



The Scientific Consulting Group, Inc.

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Job Ad – Editor

Consulting firm in Gaithersburg, MD, seeks an experienced Editor. This position entails editing diverse types of documents on many different health and environmental topics. The Editor will collaborate closely with technical and nontechnical staff to produce web content, newsletter content, fact sheets, promotional material, social media posts, meeting transcripts, and other documents. The ideal candidate will have experience working in the science or health publications field. The Editor must be able to—

- Provide a copyedit of material to ensure grammatically accurate, internally consistent content.
- Follow plain language guidelines to ensure material is suitable for specific audiences.
- Proofread laid-out documents against original text to ensure accuracy and completeness.
- Adhere to the detailed rules of different style guides (e.g., AP, GPO, client-specific), adapting quickly from one to another.
- Set priorities and meet tight deadlines.

Required Qualifications

- Bachelor's degree.
- Excellent copyediting and proofreading skills as applied to complex content.
- 3 to 5 years of experience in editing research-related content.
- Collaborative skills—ability to engage with a team of in-house staff in different departments.
- High degree of proficiency with Microsoft Office, especially MS Word, Excel, and PowerPoint.

Desirable Qualifications

- Editing certification.
- Familiarity with transcripts and transcriptions.
- Familiarity with content on medical research, such as HIV/AIDS or kidney disease, or environmental health issues, such as asthma or radon.
- Work experience with the NIH or with government contractors a plus.

This hybrid position offers the ability to work remotely two days a week. SCG offers a competitive compensation and benefits package. Interested candidates should submit a resume and cover letter. Candidates will be expected to pass an editing test.

SCG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.