



# The Scientific Consulting Group, Inc.

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## Job Ad – Editor

Consulting firm in Gaithersburg, MD, seeks an experienced Editor. This position involves editing different types of documents on various health and environmental topics. The Editor will review and copyedit newsletter and fact sheets; promotional material and social media posts; meeting materials, including transcripts; web content; and other products. The ideal candidate will have familiarity with science or health topics. The Editor must be able to—

- 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 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.
- 3 to 5 years of experience.
- Excellent copyediting and proofreading skills.
- Ability to collaborate with in-house staff in different departments.
- Proficiency with Microsoft Office, especially MS Word, Excel, and PowerPoint.

## Desirable Qualifications

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

This hybrid position offers the ability to work from home two days per 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.