

POSITION DESCRIPTION

Position Title: Clinical Content Writer and Editor

Reports To: Director, Publications and Director, Clinical Practice, Quality and Advocacy

The Clinical Content Writer and Editor oversees the development and creation of ASPEN's clinical content, delivered in multiple formats such as organization documents (e.g., guidelines, recommendations, position papers), books (print and digital), educational courses, and practice tools (e.g., fact sheets, infographics). The Clinical Content Writer and Editor works collaboratively across multiple departments within ASPEN, as well as with volunteer members and member groups. In addition to collaborative work, the candidate must be able to work autonomously and conduct independent research to produce clinical content in a timely fashion.

Primary Responsibilities

- Assists in the creation of a wide range of clinical content.
- Serves as writer and/or editor to move a variety of publication types from inception to completion.
- Contributes to quality control including accuracy, formatting and appropriateness of language, and compliance with ASPEN editorial guidelines.
- Works collaboratively with subject matter experts/authors to frame content development.
- Acts as a project manager and develops timelines to produce ASPEN clinical content within established deadlines.
- Conducts comprehensive literature searches in relevant content areas.
- Ensures that content is organized, concise, and uses references correctly.
- Develops additional material that assists with the implementation of ASPEN content in clinical practice settings (e.g., practice tools).
- Develops educational material related to ASPEN content.
- Provides guidance and support of other ASPEN content, as needed.
- Reviews and periodically updates operations checklists, procedures, and other guidance documents.
- Ensures that volunteer communications are professional, accurate, and in compliance with ASPEN policies.

Qualifications

- Advance professional degree preferred.
- Clinical background (e.g., nurse, dietitian, pharmacist, physician) preferred.
- Experienced medical writer and editor with a track record of high-quality, accurate, and clearly constructed publications.
- Experience with creating a wide range of clinical documents from initiation to completion.
- Experience providing clinical, scientific, and/or medical expertise in nutrition and/or clinical nutrition preferred.
- Exceptional knowledge and use of the English language.
- Effective communication skills, both written and verbal.
- Keen attention to detail and excellent analytical skills.
- Ability to interpret and synthesize content from multiple subject matter experts/authors into one cohesive voice appropriate for intended audience.
- Excellent organizational skills with the ability to manage multiple projects during various stages of development. Advanced project management skills preferred.

- Ability to lead projects autonomously and also work collaboratively.
- Demonstrated interpersonal skills, ability to interface with subject matter experts/authors
- Instructional design experience preferred.
- Occasional travel required.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

ASPEN has a culture that supports work/life balance and has a generous benefit package including health and retirement benefits, flex time, and remote work opportunities.

ASPEN is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

To apply, please email cover letter with salary requirement and resume to jobs@nutritioncare.org.