

# AMERICAN SOCIETY FOR BIOCHEMISTRY AND MOLECULAR BIOLOGY

## Position Description

Position Title	Status	Reports to (Position)	Department	Date
Science Communicator	Exempt	Senior Director, Publications	ASBMB, Office of Publications	January 27 <sup>th</sup> , 2017

### MAJOR DUTIES AND RESPONSIBILITIES

- Creates content (blog posts, tweets, social media posts, summaries, articles, tip sheets, press releases) to drive interest in discoveries published in the *Journal of Biological Chemistry (JBC)*.
- Works with senior staff and scientific editors to curate content for the JBC website and marketing materials (homepage headlines, fliers, and brochures for conferences, virtual issues, events and webinars, etc.).
- Promotes news, interviews and feature stories to mainstream, trade and specialty media outlets.
- Provides science writing, editing, proofreading and other support for ongoing special projects and in a backup capacity.
- Writes special correspondence to authors, board members and editors.
- Writes, collects and edits content for JBC editorial board newsletter.

\*\*Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill department and organizational requirements.

<b>MAJOR DUTIES AND RESPONSIBILITIES</b> (Continued)	<b>Rank</b>	<b>% Time</b>
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<b>REPORTING RELATIONSHIPS</b> Supervision Received:	No. Supervised by								
<input type="checkbox"/> General Guidance <input checked="" type="checkbox"/> Managerial Direction <input type="checkbox"/> Direct Supervision <input type="checkbox"/> Immediate Supervision	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Position</u></th> <th style="text-align: left;"><u>Titles of Direct Reports</u></th> <th style="text-align: left;"><u>No. in Position</u></th> <th style="text-align: left;"><u>Direct Reports</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Position</u>	<u>Titles of Direct Reports</u>	<u>No. in Position</u>	<u>Direct Reports</u>				
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<b>PRINCIPAL WORKING RELATIONSHIPS</b>		
Internal: <u>Position</u>	<u>Department</u>	<u>Purpose</u>
Senior Director	Office of Publications	Obtains, provides or exchanges information
Manager of Publishing Issues	Office of Publications	Obtains, provides or exchanges information
Journal Editors	Office of Publications	Obtains, provides or exchanges information
Associate Editors	Office of Publications	Obtains, provides or exchanges information
ASBMB Staff	Various	Obtains, provides or exchanges information
External: <u>Position</u>	<u>Organization</u>	<u>Purpose</u>

<b>MINIMUM QUALIFICATIONS</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Skills</u></th> <th style="text-align: left;"><u>Level</u></th> </tr> </thead> <tbody> <tr> <td>Verbal/Written Communication</td> <td>Expert</td> </tr> <tr> <td>English Grammar/Spelling</td> <td>Expert</td> </tr> <tr> <td>Interpersonal Skills</td> <td>Expert</td> </tr> <tr> <td>Organizational Skills</td> <td>Expert</td> </tr> <tr> <td>Ability to Meet Deadlines</td> <td>Expert</td> </tr> <tr> <td>Attention to Detail</td> <td>Expert</td> </tr> <tr> <td>Social Media Platforms</td> <td>Expert</td> </tr> </tbody> </table>	<u>Skills</u>	<u>Level</u>	Verbal/Written Communication	Expert	English Grammar/Spelling	Expert	Interpersonal Skills	Expert	Organizational Skills	Expert	Ability to Meet Deadlines	Expert	Attention to Detail	Expert	Social Media Platforms	Expert
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<u>Education Level</u> _____ Master's degree required Ph.D. preferred  <u>Subject/Major</u> Biological Sciences,																	
<u>Experience</u> At least two years of science journalism or science communications experience (including internships), preferably with a focus on the life sciences. 1+ years' experience writing for various formats with a foundational understanding of best practices in generating web content (SEO, blogging, etc.) and building audiences. Email marketing and content management experience preferred.																	