

**Position:** Freelance Writer, Outreach and Engagement

**Employer:** Genetic Alliance

**Classification:** Contract

**Benefits:** N/A

**Salary Range:** Commensurate with experience and salary history

Genetic Alliance is a nonprofit health advocacy organization committed to engaging individuals, families, and communities to transform health. For 30 years, we have built tools and technology that empower individuals to improve their own health and amplify their voices to better health and access for others. We work collaboratively with our network of thousands of organizations to push the boundaries of the current systems of research, care, and support. Our goal is to ensure that individuals, families, and communities (and the organizations who serve them) have access to the information they need to make informed decisions about their health and healthcare. We bring energy and creativity to this task through the diverse experience and expertise of our staff.

**General Position Overview:**

GeneticAlliance serves as a part of the Coordinating Center for the National Patient-Centered Clinical Research Network (PCORnet). PCORnet is a groundbreaking initiative aiming to transform clinical research by engaging participants, clinicians, community providers, and health systems in collaborative partnerships that leverage health data to advance medical knowledge and improve health care. Genetic Alliance is spearheading efforts to build engagement and network capacity and provide logistical and technical support to the Network overall. The Writer will contribute meaningfully to the development of materials for PCORnet.

**Duties and Responsibilities:**

- Review the literature and landscape of engagement practices and outreach methods in health communities, research, and practice.
- Compile and synthesize findings into key takeaways for researchers and stakeholders to easily implement findings.
- Write research proposals, reports, and other documents as requested.
- Draft, finalize, and publish materials for sharing on the PCORnet Commons.
- Refine existing materials and transform useful tools into templates for use by other communities.
- Work with project team to ensure format, materials, and resources are meeting Network needs.
- Other duties as assigned.

Genetic Alliance's mission requires that we think outside-the-box and inspire our network of partners to do the same. In order to transform entrenched systems and draw people out of their comfort zone, Genetic Alliance has focused on creating a culture of openness. This culture is an important part of our internal and external process, in the need for honesty and transparency in all that we do, and in the requirement that staff push themselves and grow

both personally and professionally.

### **Qualifications**

#### **Education and/or Experience:**

- Bachelor degree from an accredited college or university and 1-3 years of relevant work experience required.

#### **Knowledge, Skills and Abilities:**

##### Required

- Experience with health literacy, report writing, and literature reviews.
- Strong understanding of writing for a variety of audiences, including underserved populations.
- Superior proficiency in MS Office including Word, Excel and PowerPoint.
- Superior writing and editing skills.
- Communicates clearly to a range of audiences, both verbally and in writing.

### **How to Apply**

Interested and enthusiastic applicants should send a resume, cover letter, two writing samples, and references to: Andrea Goodman, *Director of Engagement*, [agoodman@geneticalliance.org](mailto:agoodman@geneticalliance.org)