

## BACKGROUND

The NIH Office of Data Science Strategy (ODSS): <https://datascience.nih.gov> (1) provides leadership for advancing NIH data science across the NIH extramural and intramural research programs; (2) leads and coordinates implementation of the [NIH Data Science Strategic Plan](#); (3) advises on the broad area encompassed by data science complementing existing investments in computational biology, bioinformatics, biostatistics, information science, medical informatics, and quantitative biology; (4) integrates existing data science efforts into a new data ecosystem and infrastructure to maximize the use of data generated by, and relevant to, NIH research, and promotes harmonization of data use throughout the NIH; (5) coordinates and collaborates with appropriate government agencies, international funders, and private organizations engaged in scientific data generation, management, and analysis; and (6) coordinates workforce development efforts to bring new data and computer science talent into the NIH and biomedical workforces.

## JOB SUMMARY

Covalent Solutions (Covalent) is seeking a mission driven, highly motivated and collaborative **Communications Specialist** to provide a broad spectrum of support to fulfill our federal clients mission and programs. Support includes, but is not limited to, developing communication plans, providing internal and external communications support including upgrading and maintaining the ODSS websites, final preparation of workshop summaries for Web posting and other dissemination venues; coordinating content materials for the NIH director's reports; interfacing with Web contractor for optimal navigation and searches of Web materials; preparation of slides for conferences and Congressional briefings; and hosting of the monthly NIH Data Science Townhall and data sharing and data reuse seminars.

This opportunity is full-time with Covalent on site in Bethesda, Maryland.

## DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Developing a communications plan for disseminating event announcements and news items and for highlighting NIH ODSS activities – targeting audiences that utilize various communications platforms, including traditional social media, and newly emerging approaches.
- Ensuring that data science related events and news content appear on the ODSS websites, data science listservs, other highly relevant activities ongoing throughout NIH.
- Responding to inquiries sent to the [adds@nih.gov](mailto:adds@nih.gov) mailbox, working in coordination with ODSS staff.
- Maintaining updated presentation slide sets about ODSS, the NIH Strategic Plan for Data Science, and other data science priorities to be determined for use by NIH staff.
- Managing the ODSS social media accounts (Twitter, Facebook, LinkedIn), on a daily basis. This will require close coordination with ODSS staff.
- Assisting ODSS in responding to Data Calls (e.g., NIH OD requests, Congressional requests) by being a point of contact, tracking requests, and organizing and editing office responses.

- Developing or coordinating announcements (e.g., via posters, flyers, NIH listservs, NIH newsletters) for ODSS lectures and events. Will coordinate with NIH OD and/or relevant NIH IC news media/communications staff for clearances, as needed.
- Facilitating the data science blog on the ODSS website, coordinating blog submissions, and ensuring that the blogs get appropriate review by ODSS and/or DPCPSI staff prior to publication.
- Attend NIH meetings related to data science and communications and provide a summary of the respective meetings for ODSS staff, as needed.
- Because these activities will require frequent interactions with ODSS staff, the ODSS has an office space reserved (Rock Spring office) for this communications person when NIH policy allows in-person work.
- Drafting, editing, and finalizing information products of all possible types and for a variety of audiences.
- Creating and obtaining ODSS approval on a style guide for ODSS information products.
- **Website Support:** Support includes but is not limited to: providing web communications support for the ODSS website, as required. Website support for the ODSS website includes but is not limited to: updating look and feel of website and maintaining its content, seeking proper clearance on information products to be posted on the Web or disseminated elsewhere; working with Division contractors to ensure posted items comply with Section 508 at [www.section508.gov](http://www.section508.gov) and related HHS and NIH practices; organizing information on the ODSS website logically and removing outdated material, as needed; uploading new content to the ODSS site using Drupal. The contractor may also be asked to prepare for, plan, coordinate, and otherwise lead usability testing and follow-up activities.
- **Other Communications support:** The contractor shall be responsible for providing a range of other communication activities that include, but are not limited to: communications planning; promotion of ODSS and its programs to the public and researchers through newsletters, brochures, press releases, videos, electronic media, and other information products; materials development, reproduction, printing, and dissemination; stakeholder outreach and partnership development; evaluation of communications and outreach efforts, and report preparation. The contractor may also be asked to maintain and update systems for communications among NIH and contract staff to facilitate the efficient flow of information relating to projects and program activities.
- **Document Support:** At the request of the Contracting Officer's Representative (COR), the contractor may be asked to create, research, assemble, organize or otherwise handle requests for document support. These requests include, but are not limited to: scanning, photocopying, briefing book assembly, SharePoint and intranet support, reference libraries creation, and other activities related to document support. This may also include: cataloging of identified source materials, preparing documents for mail merge, setting up and formatting spreadsheets for later analysis, and performing other document support duties (e.g., editing, formatting), as requested by the COR. This task also requires gathering information about processes and programs; background information for use in reports, letters, responding to requests under the Freedom of Information Act; summarizing information; and preparing meeting minutes and materials for presentation (e.g., PowerPoint). Depending on the nature of the document management needs and the sensitivity of

the materials, the contractor may be required to provide on-site support for a duration established by the COR.

- **Strategic Plan Support:** The contractor may be required to support any ODSS-related mission, including the strategic plan for data science. Support includes but is not limited to completing conference approval paperwork, drafting agenda, developing background materials and briefings, working with logistics contractor(s), coordinate dissemination of related materials before and after the event, post web-based information, as needed.

## QUALIFICATIONS

### Education

- MS or higher educational degree in communications and/or English

### Work Experience

- 5+ years of experience working directly with the scientific/technical field(s) of interest in the SOW
- Ability to communicate technical information of the nature described in the SOW to lay audience, as demonstrated by writing samples.
- 5+ years' experience writing for scientific news/press outlets
- Proficient in suite of Office tools, but most importantly Word and PowerPoint
- Experience working directly for or with federal scientific agencies strongly preferred
- Drupal experience preferred
- Experience with 508 compliance preferred
- Good track record as evidenced by favorable reference checks
- Ability to obtain and maintain NIH security clearance.

## COMPETENCIES

### Professionalism:

- Ability to apply judgment to manage conflicting priorities and resources, driving work and results that are the highest value for the organization.
- Sharp eye for detail. Keep meticulous notes and be able to manage multiple projects in different phases of work at the same time. Context-switching does not bother you.
- Ability to identify issues, analyze and participate in the resolution of issues/problems.
- Motivated by professional rather than personal concerns.
- Show persistence when faced with difficult problems or challenges.
- Ability to stay calm under stress and uncertainty, influencing the same in your teammates.
- Naturally curious about things you don't understand and actively look for opportunities to grow and learn from those around you.

### Communication:

- Actively participate in meetings and be willing to advocate for what you believe in. Provide thoughtful, constructive review of others' work, knowing that everyone is working towards the same objective.
- Superior written and verbal communication skills. You can always articulate the "why" behind your recommendations.
- Listen to others, correctly interpret messages from others and respond appropriately.
- Ask questions to clarify, and exhibit interest in having two-way communication.
- Tailor language, tone, style and format to match the audience.
- Demonstrate openness in sharing information and keeping people informed.
- Speak intelligently about a wide variety of topics but know when to say, "I don't know."

**Teamwork:**

- Ability to form trust-based relationships quickly.
- Work collaboratively with colleagues to achieve organizational goals.
- Place team agenda before personal agenda.
- Support and act in accordance with the final group decision, even when such decisions may not entirely reflect your own position.
- Share credit for team accomplishments and accept joint responsibility for team shortcomings.

**Accountability:**

- Take ownership of all responsibilities and honor commitments.
- Deliver outputs for which you have responsibility within prescribed time, cost and quality standards.
- Operate in compliance with organizational regulations and rules.
- Take personal responsibility for your own shortcomings, where applicable.

**If you are interested, please send your resume to [jobs@covalentsolutions.com](mailto:jobs@covalentsolutions.com).**