



Job Title: Senior Medical Writer
Reports to: VP, Scientific Services
Date: 11/21

Company Overview:

ACHL is an independent, full-service, accredited medical education provider that meets the standards of the Accreditation Council for Continuing Medical Education (ACCME) and other healthcare education accrediting bodies. ACHL's mission is to design, develop, and implement quality continuing education activities that will have a positive influence on the way healthcare is practiced, thereby improving the quality of care provided to patients. We collaborate with expert clinicians, professional societies, academic institutions, and patient advocacy groups to develop innovative and responsive education that improves healthcare delivery and patient outcomes. From educational design to program implementation, program awareness and measuring educational effectiveness, our team strives to deliver exceptional education across a variety of therapeutic areas. Visit our learning hub at www.achlcme.org to learn more. ACHL is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need. Visit our corporate website at www.achleducation.com to learn more about who we are.

Job Summary:

The Senior Medical Writer will be responsible for the development of scientific content in a variety of formats; literature searches and analyses; accurate interpretation of data; clear and proactive communication with clinical faculty and joint sponsors; and efficient development of high-quality content under multiple timelines.

Qualifications/Experience:

- Advanced degree (eg, MS, PhD, PharmD, or MD) with experience in medical communications writing
- Proficiency in Word, Excel, PowerPoint, and Adobe Acrobat
- Candidates will be highly detail- and deadline-oriented
- Prior experience in the biotech/pharma industry, promotional or CME setting
- Development of medical and scientific communication/content
- At least 2 years' experience in the biotech/pharma industry, promotional or CME setting
- Knowledge of ACCME and/or ACPE guidelines a plus

Job Benefits:

- 16 annual PTO days for new employees (prorated based on start date) up to 21 days after 3 years
- 14 holidays and 1 floating holiday
- Optional summer hours program
- Real-time matching of 401k contributions, up to 50% of the first 6% of your wages
- Competitive health benefits including employer reimbursement for health deductibles
- Pre-tax commuting
- Centrally located in the Chicago loop
- Hybrid in-office/remote work schedule

Essential Duties and Responsibilities:

- Develops non-biased scientifically and medically accurate content for slides, manuscripts, newsletters, and digital platforms that follows AMA style guidelines
- Executes well-crafted, logically organized content for a variety of audiences
- Develops comprehensive needs assessments for educational grants and submissions to request for proposals
- Conducts research (eg, literature or surveys) and synthesizes relevant results
- Incorporates content revisions based on input from multiple stakeholders
- Adapts to successfully working in therapeutic areas outside of background
- Reviews faculty content to ensure fair-balanced, scientifically accurate presentations
- Writes outcomes assessment questions and assists in implementing outcomes study designs and statistical analyses utilizing industry standard methodologies
- Provides clear and timely verbal and written internal and external communications
- Copyedits/formats slides and documents according to AMA and style guidelines as needed

Please email resumes to: careers@achlcme.org