



Cambridge Healthtech Institute (CHI), located in Needham, MA, a 100-employee company, is the preeminent life science network for leading researchers and business experts from top pharmaceutical, biotech and academic organizations. CHI creates conferences, seminars and publications focusing on all phases of the drug development pipeline. CHI is seeking talented and enthusiastic candidates for the following full-time position:

ASSISTANT EDITOR (Science Writer)

This position requires an ambitious, dependable journalist who can fulfill a range of writing and editorial duties for a series of eNewsletters covering various aspects of the biopharmaceutical industry in addition to CHI's flagship publication, *Bio-IT World* magazine. This is a superb opportunity to make important contributions to the growth and success of a multimedia science publishing group, while gaining invaluable experience in multiple facets of the publishing industry.

Responsibilities:

- Report and write stories, as well as manage the editorial content and production of, CHI's *PharmaWeek* eNewsletter - a weekly eNewsletter targeting senior biopharmaceutical executives.
- Contribute stories and editorial support to other topic-specific eNewsletters and *Bio-IT World* magazine, including writing and proofreading
- Report and write breaking stories for our website, Bio-IT World.com, and print magazine
- Represent the publications at various networking and business events that enhance the reputation of CHI, *Bio-IT World* magazine, *PharmaWeek*, and other eNewsletters
- Keep current with industry news that is pertinent to CHI's mission and publication's readership

The position reports to the *Bio-IT World* Editor-in-Chief.

Requirements:

Minimum, Mandatory Qualifications:

- 2 years of writing and editing experience in biology or some aspect of life sciences.
- Bachelor's degree in a life science, English, Journalism, Communications or related major

Required Skills and Knowledge:

- Excellent writing, copywriting, and proofreading skills - should be well-versed in AP stylebook guidelines
- Familiarity with biology, chemistry, and/or the biotech/pharma industry highly desirable
- Knowledgeable in journalism ethics and values
- Strong computer skills, including proficiency in Microsoft Word, Excel, & PowerPoint; familiarity with content management software desirable
- Works well in a deadline-driven environment



- Demonstrates enthusiasm in both work responsibilities and in representing the company, and shows positive initiative with tasks, ideas, and problem-solving

Interested candidates should submit a cover letter, including 3 writing samples (attached in Word or PDF format), salary history or requirements, and resume to kdavies@healthtech.com.