

REIMBURSABLE DETAIL
FDA Center for Tobacco Products

The Food and Drug Administration (FDA) Center for Tobacco Products (CTP) is offering a Detail opportunity for a **Health Communications Specialist (Bilingual-Spanish), GS-1001-13**. Applicants and current employees at the GS-12 and 13 levels are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion may be available.

Bargaining Unit Status:	Bargaining Unit Position
Position:	Health Communications Specialist (Bilingual)
Office Location:	FDA Center for Tobacco Products 10993 New Hampshire Ave Silver Spring, MD 20903
Opening Date:	Monday November 18, 2019
Closing Date:	Monday, December 2, 2019
Area of Consideration:	FDA-Wide

The Center for Tobacco Products offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who really want to make a difference and improve public health. The position is ideal for someone who would enjoy the challenge of supporting senior staff in the development, implementation, and translation of tobacco control and public health communications and marketing policies, programs, and projects.

Duties include:

The selected employee will serve as a Health Communications Specialist (Bilingual-Spanish) on the Strategic Outreach Team in the Division of Regulatory Communications, Office of Health Communication and Education (OHCE), Center for Tobacco Products (CTP).

The duties may include:

- Develops and maintains new partnerships with stakeholders, working to strengthen existing collaborations with private, public, and nonprofit entities to improve access to various audiences and ensure appropriate dissemination of materials.
- Plans, develops, and communicates policies, guidelines, and procedures that support information sharing with stakeholders.
- Assists in providing a framework for managing the relationships between partners, OHCE, CTP, and public health communities of practice.
- Establishes and maintains effective working relationships with health officials, stakeholders, and community representatives.
- Provides Spanish translation services on key stakeholder communication materials, working with internal colleagues in the development of Bilingual stakeholder collateral.

- Additional duties as assigned.

Desired Knowledge and Skills:

- Knowledge of communications and marketing theories, principles, practices, and techniques, including new and emerging marketing approaches.
- Knowledge of processes used to plan and implement tobacco control and public health communications and marketing policies, programs, and projects.
- Skill in Bilingual oral communication techniques to make presentations, participate in teams and work groups designed to solicit input on public health program issues.
- Skill in written communication techniques to write and edit documents, including science-, regulatory-, and audience-based documents and materials for a range of programs and activities.
- Ability to effectively plan, organize, and coordinate numerous projects as well as exercise initiative.
- Ability to synthesize complex program information and effectively communicate information in written and oral format to various audiences.
- Ability to effectively and enthusiastically represent CTP and extend CTP messaging with a variety of Stakeholder cohorts at national and local exhibits, conferences and meetings.

Application Procedure:

Supervisory concurrence should be obtained before you apply to this detail. The detail opportunity is open to all candidates qualified for the GS-12 and GS-13 grade levels or Commissioned Corps Officers.

Interested applicants should submit a copy of their resume, a sample of their translated work product, most recent copy of SF-50, and statement of interest via email to:

Miranda Jones, Program Analyst
Office of Management
Center for Tobacco Products, FDA
Miranda.Jones@fda.hhs.gov

Detail is reimbursable.

Travel Expenses will not be paid.

Candidates must express interest by December 2, 2019

This is not an official vacancy announcement under the Merit Promotion System