American Medical Writers Association
New England Chapter

Submission Guidelines for E-News Job Postings

The AMWA New England E-News is an email newsletter sent to New England members of AMWA a few times a month. Job notices are included as a courtesy to local companies, nonprofit organizations, and recruiters. If a position is located in New England, or if the work can be done offsite, you can submit a notice for one-time posting. There is no charge, but the notice must conform to these guidelines:

- You must include the company name (or generic description) and location, job title, key responsibilities of the position, qualifications, and contact information.
- The description may not exceed 75 words in length.

The following are some examples of acceptably formatted job postings. Please note that these are single paragraphs with no headings and no bullets or other embellishments.

A Boston-area pharmaceutical company is seeking a detail-oriented Senior Medical Writer to prepare CSRs, investigator brochures, summaries of clinical data, and manuscripts for publication. Qualifications: MS or PhD (preferred), medical writing experience, as well as strong project management and computer skills. E-mail resume to ExecQuest@comcast.net or contact Lisa FitzGerald at 877-467-4099.

A biopharmaceutical company on the North Shore is looking for a Marketing Technical Writer to write and edit global communications materials. Qualifications: 5+ years of experience in journalism, public relations, or marketing/corporate communications; knowledge of the life science, biotechnology, or pharmaceutical industries. Contact Aaron.Beatty@greatjobs.com at Randolph Associates.

Senior Medical Writers, Boston Scientific Corporation, Marlborough. Responsibilities include preparation of manuscripts, abstracts, slides, posters, and regulatory documents. Qualifications: PhD/MD/PharmD plus 3-5 years of experience, or BS/MS/BPharm plus 8-10 years of experience. Contact Shannon Cincotta (Shannon.cincotta@bsci.com), or visit www.bostonscientific.com.

Dana-Farber Cancer Institute is seeking a Publications/Internal Communications Manager to edit a biweekly employee newspaper, manage internal communications projects and publications, and coordinate news flow with the Intranet editor in the Communications Department. Qualifications: strong writing, editing, project management, and people skills; BA plus at least five years of internal communications experience. Contact paul_hennessy@dfci.harvard.edu.

Please email the job description to the president of the New England Chapter at president@amwa-ne.org.

Note: If a position is located outside of New England, or if you want to reach the entire AMWA pool, you can place a classified ad in AMWA’s Jobs Online. For details and ad rates, go to https://secure.contentactive.com/amwa/form/jobmarket.asp?ID=146.