

**CDC Foundation Consulting Opportunity Announcement:
Non-Infectious Disease (NID) Programs
Global Tobacco Surveillance System (GTSS) Technical Writer-Editor Consultant**

Scope of Work

The CDC Foundation seeks a consultant with subject matter expertise in technical writing and editing to support the global tobacco control team. The consultant will work closely with the Office on Smoking and Health (OSH), Global Tobacco Control Branch (GTCB), at the Centers for Disease Control and Prevention (CDC), Atlanta, Georgia. The technical writer-editor will assist with composing and editing technical/scientific documents for timely dissemination to various audiences, including policymakers, public health practitioners, and tobacco control and prevention researchers.

Duties and Responsibilities

1. Plan, compose, and prepare materials for publication, ensuring the most logical and effective sequence, length, tone, and medium are utilized for the intended audience. Products include documents such as reports, training materials, guidebooks, technical manuals, scholarly works, brochures, letters, or scripts
2. Provide editorial advice and assistance to authors preparing technical and scientific information for publication and presentation
 - a. Review, edit, and correct draft documents for grammatical errors, logical flow of information, misspellings, and recommend changes
3. Ensure consistency across GTSS documents regarding style, grammar, punctuation practices, adherence to U.S. government plain language guidance, and other applicable policies
 - a. Use specific language guides to ensure accuracy of documents (for example, GTSS Dictionary, GATS indicators, and GATS language guide)
4. Provide consultation on design and graphics for technical and scientific documents
5. Work with team members to gain an in-depth understanding of the technical details and the documentation requirements
6. Design and develop a variety of materials (including scripts, presentations, and web-based needs) that are used to train various audiences

Period of Performance

The CDC Foundation estimates an initial engagement period of February 14, 2022, to December 31, 2022.

Desired Skills and Experience

- Public health experience specific to non-communicable diseases, preferably tobacco control and prevention
- Experience working with the U.S. government, multilateral organizations, ministries of health, and other external partners (desired, not essential)
- Proficient in Microsoft Office Suite, including SharePoint
- Familiarity with scientific terminology, scientific journals' editorial style guides, and U.S. government plain language guidance



- Experience using citation management software (e.g., EndNote)
- Instructional/curriculum design experience
- Strong attention to detail
- Strong interpersonal skills

How to Apply

Please submit a statement of qualifications (e.g., Curriculum Vitae), hourly rate and work samples (e.g., technical reports, scientific documents).

Please submit all documents and relevant information online through the [Global Tobacco Surveillance System \(GTSS\) Technical Writer-Editor Consultant](#) submission form **by January 28, 2022**. If you have questions, please send to Natalie Bishop, at nbishop@cdcfoundation.org.

Funding Source

Funding for this opportunity is provided through the CDC Foundation with a grant from Bloomberg Philanthropies.

About the CDC Foundation

The CDC Foundation helps the Centers for Disease Control and Prevention (CDC) save and improve lives by unleashing the power of collaboration between CDC, philanthropies, corporations, organizations, and individuals to protect the health, safety and security of America and the world. The CDC Foundation is the go-to nonprofit authorized by Congress to mobilize philanthropic partners and private-sector resources to support CDC's critical health protection mission. Since 1995, the CDC Foundation has raised over \$1.6 billion and launched more than 1,200 programs impacting a variety of health threats from chronic disease conditions including cardiovascular disease and cancer, to infectious diseases like rotavirus and HIV, to emergency responses, including COVID-19 and Ebola. The CDC Foundation managed hundreds of programs in the United States and in more than 165 countries last year. Learn more at www.cdcfoundation.org.