

About the Society for Vascular Surgery

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,400 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit www.vascular.org.

The Society for Vascular Surgery is an Equal Opportunity Employer.

Date posted: 9/05/2025

Medical Writer

The medical writer position is a part-time role that will write and edit medical and scientific documents, including research-related documents, disease or therapy-related literature, and manuscripts for journals. Analyze and interpret data for manuscripts as needed. This position will oversee the overall management of writing activities as assigned, ensuring a consistent methodology and alignment with the projects. The medical editor will work collaboratively with the Director on emerging areas and joint writing initiatives, as needed, in support of the goals of the organization.

What you'll own

- Take primary lead in developing papers.
- Provide overall staff for writing papers assigned.
- Work with the Director of Quality Practice to collaborate with other QP initiatives as needed.
- Assist in writing practice guidelines and guidance for derivative products such as point-of-care tools.
- Promote expanded dissemination and implementation of guidelines, including through website updates, news articles, and other distribution channels.
- Maintain regular communication with the Director.
- Other projects/activities and duties may be assigned at times.

What you'll bring to the job

- Advanced degree is required (MPH, PhD, MD or master's in health sciences, epidemiology, healthcare administration or clinical areas).
- A minimum of 3 years' experience in writing scientific/medical papers, or writing for medical societies, associations or healthcare organizations. Analyses of aggregate data is a plus.
- Conducting literature reviews and summarizing data. Some understanding of medical terminology, clinical research, and data interpretation will be required to develop papers.
- Project and people management skills, including demonstrated ability to coordinate and complete multiple large projects simultaneously with minimal supervision, work with external consultants, and still meet strict deadlines for projects at various stages over several years.
- Highly motivated, result-oriented, and able to prioritize efforts to use limited resources efficiently.
- Demonstrated skills to apply effective oral, electronic, and written communication methods with colleagues and volunteers.
- Ability to work effectively with all multi-disciplinary team members, both internal and external.
- Flexibility and adaptability and the ability to work independently and meet deadlines.
- Proficiency in Microsoft Office, specifically in Outlook, Word, PowerPoint, Excel, and OneNote, is required.

Job Posting

Your commitment

- **Respect:** We choose to do the right thing; for our members, for our colleagues, and for ourselves. Sharing our collective differences, talents, life experiences, and self-expressions is encouraged. Treating others how they wish to be treated and receiving the same in return creates an environment where trust lives, confidence grows, and great things happen.
- **Innovation:** We have the courage to find new ways to provide value to our members, constituents, and colleagues. We challenge the status quo, consider new ideas, and are never complacent with success. We embrace a continuous learning environment and prepare for an environment of change to ensure we remain relevant.
- **Collaboration & Teamwork:** We are intentional in our ability to consider different points of view and to work effectively with others to support a shared purpose. We address conflict directly and constructively and help to manage/resolve it in a way that strengthens overall team cohesiveness and future effectiveness.
- **Excellence:** Our members rely on us to provide the resources and support they need to deliver the highest level of care to their patients. We are grateful for their trust and are dedicated to delivering excellence by meeting or exceeding expectations. We set a high bar and don't rest on our accomplishments but build on them to be the best.

Physical Requirements & Environment

A typical office setting with a routine of alternating between sitting and standing. Routine use of basic office equipment and computer. Occasional travel may be required.

Our commitment

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large. Budget range: \$50,000 – 60,000, based on qualifications and experience. Benefits include paid time off (PTO).

To Apply:

Please submit your resume to HRResumes@vascularsociety.org. We will continue to accept applications until the position is filled. Candidates must have valid U.S. work authorization at the time of application; visa sponsorship is not available for this role.