

NCDB Position Announcement

PROJECT SPECIALIST - WRITER

The National Center on Deaf-Blindness is in need of a talented writer to assist us in developing resources and products to inform and train educational personnel and families of children who are deaf-blind about best practices in assessment, planning, and instruction. The ideal candidate should have demonstrated ability to writing clear, accurate, engaging written materials; a strong writing portfolio; and knowledge of deaf-blindness or a related field.

The National Center on Deaf-Blindness is a technical assistance and dissemination center funded by the U.S. Department of Education, Office of Special Education Programs. NCDB works to improve educational outcomes for children and youth with combined vision and hearing loss ages 0-21 through the provision of technical assistance including the creation and dissemination of a range of products and resources. NCDB is part of a network of projects that includes state deaf-blind projects in every state and territory. Our primary mission is to support state deaf-blind projects as they assist educators, agencies, and organizations to acquire the knowledge and skills needed to help children with deaf-blindness learn, access the general education curriculum, and successfully transition to adult life.

NCDB is based at Helen Keller National Center in Sands Point NY, but project staff are located in six different states and work through four partner organizations. The individual for this position will telecommute from home.

Responsibilities

- Working as a member of the Information Services and Technology Team (IST) to develop documents and products and maintain NCDB's website.
- Writing and editing content for NCDB's products and website, with a focus on professional development materials. Content may include, but is not limited to:
 - [Practice Guides](#)
 - [Learning Modules/Lessons](#)
 - [Web pages](#)
 - [Social Media Announcements](#)
 - Policy Briefs
 - [Technical Assistance Tools](#)

Skills and Abilities

- Have the ability to:

- Identify high-quality literature on which to base content development
- Identify and address the intended audience's (e.g., families, teachers) characteristics, needs, and interests
- Summarize and synthesize information from literature and subject experts
- Judge the credibility of sources and verify and cite information accurately
- Look beyond own expertise (avoid biases) and write content based on literature and input from subject experts
- Creatively problem-solve and work with multiple stakeholders
- Work independently, take initiative, set priorities, and handle multiple projects efficiently and effectively
- Work effectively from home (i.e., comfortable working with distance technology and collaborating with colleagues by phone and online)
- Be self-motivated, quick learner with keen attention to detail
- Possess excellent editing skills
- Have strong interpersonal skills, with the ability to express oneself clearly in interactions with others in all forms of communications

Education and Experience

- Education minimum: Bachelor's degree in English or commensurate professional writing experience
- Education preferred: Master's degree in deaf-blindness, special education, library science, health care, or other human services field
- Minimum three years of experience as a professional writer in deaf-blindness, special education, general education, health care, or other human services field
- Experience in writing and developing professional development materials preferred

The earliest start date for this position is October 1st 2020.

Please submit your resume and cover letter with salary requirements to:

FAX: (516) 767-2302
E-mail: hkncrecruitment@hknc.org
Mail to: Helen Keller National Center
141 Middle Neck Road
Sands Point, New York 11050
Attn: Human Resources Department
Job Code – NCDB