



Sr. Information Specialist

ESI, an employee-owned government contractor located in Bethesda is seeking a **Sr. Information Specialist**. Responsibilities include, but are not limited to:

Program Support

- Serves as primary liaison for all program related materials;
- Conducts research for program related publications;
- Responds to requests for information received via email, online, or by phone and provides the appropriate response (information, materials, etc.) to inquiries and requests;
- Develops packages of custom and standard information to use to respond to inquiries and requests;
- Works with Media Director to keep website content up-to-date,
- Oversees reference files and an inventory of materials; and
- Oversees the coordination of and attends local exhibits.
- Supervises Information Specialist and Clerk/Courier,
- Plans outreach activities.
- Serves as backup to Program Manager.

Qualifications:

- B.A. degree in a health and/or related science field;
- Minimum 4 years related experience preferably in the Federal contracting environment;
- Experience working in a health-related resource center environment; and
- Bilingual Spanish.

Required Skills:

- Proficiency in Microsoft Office;
- Experience working with NIH contracts related to health and nutrition issues
- Excellent online searching and research skills;
- Excellent communication skills, both written and verbal; and
- Excellent customer services skills.

ESI offers a comprehensive benefit package and is Metro accessible.

Qualified candidates please send cover letter with salary requirements, resume, and writing sample referencing **Sr. Information Specialist** in the subject line to careers@esi-dc.com or mail to: ESI, 4350 East West Hwy, Suite 1100, Bethesda, MD 20814, ATTN: HR. Thank you for your interest in ESI. Only those selected for interviews will be contacted. No agency or applicant phone calls. EOE.