

Functional Title: Health Communication Specialist
Unit: Commissioned Corps Headquarters, Communications Branch
Grade: O-3 to O-4
Supervisory (Y/N): No
Category: Multidisciplinary
Number of Positions: 2
Duty Location: Rockville, MD
Date Updated: 5 October 2026

The Commissioned Corps Headquarters (CCHQ) is located within the Office of the Surgeon General (OSG) under the direction of the Office of the Assistant Secretary for Health (OASH) in the Department of Health and Human Services (HHS). CCHQ serves as the principal staff arm and advisor to the Surgeon General and Deputy Surgeon General on all matters related to the U.S. Public Health Service (USPHS) Commissioned Corps. CCHQ is responsible for all functions regarding personnel, administration, operations, readiness, recruitment, deployment, and policy for the USPHS Commissioned Corps.

Introduction:

The Health Communication Specialist position resides in the Communications Branch at CCHQ in Rockville, MD. The Communications Branch oversees communications regarding CCHQ operations and USPHS Commissioned Corps programs and activities to a variety of audiences, including leadership, active-duty and retired officers, the general public, media, and other stakeholders. The Health Communication Specialist will provide expert-level review of communication products from CCHQ and technical writing support to various stakeholders of the USPHS Commissioned Corps.

Duties:

- Coordinate, develop, and edit content for dissemination to various audiences and across multiple platforms such as print, web, social media, and audio/video.
- Draft or edit a range of technical materials, such as announcements, speeches, interviews, scientific or technical articles, and news releases.
- Proofread and edit materials for clarity, tone, completeness, accuracy, and consistency with established principles and guidelines.
- Manage the document lifecycle, including version control and ensuring proper numbering.
- Collaborate with subject matter experts to make recommendations on the appropriate format of work products.
- Assist in developing documentation strategies and plans.
- Collaborate with branch leadership and other stakeholders to ensure written materials and other products are clear and comprehensible for designated audiences and provide constructive feedback, suggestions, and guidance to help enhance work products.
- Prepare speech and presentation materials for CCHQ Director and other senior leadership, as requested.
- Create and update standard operating procedures (SOPs), templates, guidelines, style guides and outlines to assist others in developing compliant material for dissemination.
- Prepare and edit materials in support of OASH or larger HHS programs.
- Performs other duties as assigned.

Minimum Qualifications (Education, Experience, and Skills):

- Experience in communications, health education, or public affairs, particularly in a government setting.
- Current active-duty officer in the USPHS Commissioned Corps in good standing (i.e., no current adverse actions, basic ready, all COERs on file).
- Knowledge of grammar, writing, and editing principles, concepts, and techniques.
- Ability to research, analyze, and present information collected.
- Knowledge of oral presentation and negotiation techniques that can be used to resolve issues.
- Ability to summarize and present complex subject matter in clear concise language that would be appropriate for multiple audiences, including senior leadership.
- Expertise in group facilitation and presentation to represent HHS and the USPHS Commissioned Corps in a high-visibility role with national-level impact.
- Ability to foster positive, trusting, and effective working relationships through clear communication.
- Experience delivering excellent customer service and timely services to internal and external clients, customer groups, and other stakeholders.
- Proven capability to handle urgent tasks and meet deadlines with efficacy and resilience under conditions of pressure and uncertainty.
- Ability to negotiate and build consensus within immediate staff.
- Proficiency in Microsoft 365 applications, such as PowerPoint, Excel and Word.
- Knowledge of the laws, regulations, and policies of the USPHS Commissioned Corps.

Reports To:

The Health Communication Specialist position reports directly to the Chief, Communications Branch, with the Chief of Staff, Immediate Office of the Director as the Reviewing Official.

How To Apply:

Interested Public Health Service officers should submit the following in **one PDF document**:

1. Detailed cover letter not exceeding one page (Times New Roman, 12-point font) explaining your interest and how you meet the requirements and qualifications of the position.
2. CV in current required format.
3. Last three COERs.
4. Contact information for two references (one must be your supervisor) who can attest to your professionalism, dedication, officership, skills, and abilities.

Submit application materials as one PDF document to LCDR Candace Marshall Humphrey at Candace.Marshall@hhs.gov and cc CorpsComms@hhs.gov with the email subject line: "CCHQ Technical Writer Application."

For questions related to this announcement, contact LCDR Candace Marshall Humphrey at Candace.Marshall@hhs.gov and cc CorpsComms@hhs.gov.

Applications will be reviewed on a rolling basis until the positions are filled.