



JOB DESCRIPTION

Division:	Account Services
Department:	Account Planning
Job Title:	Technical Writer
Level:	Specialist IV
Position type:	Mid Level
Status:	Full-Time, exempt
Location:	
Post Date:	
Closing Date:	
Salary Ceiling:	\$68,000-\$82,000
Job Description:	<ul style="list-style-type: none"> • Plans, organizes and coordinates writing assignments amongst team members • Writes technical materials, feature stories, brochures, newsletters, reports, instruction manuals, proposals, and other publications for government and private sector clients targeted to an array of audiences • Gathers, analyzes and translates scientific and technical information for consumers • Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, terminology, correct grammar, punctuation, and spelling • Applies journalistic interviewing techniques to develop content for written materials • Edits written material and assists in layout process by suggesting charts, illustrations, photographs, drawings, sketches, and diagrams that best illustrate the material • Reviews, edits, or re-writes material prepared by other writers • Maintains content development research records, reports, and files • Develops stylebooks and recommendations for standard protocols for materials • Participates in content and materials development presentations and training • Provides value-based services, customer satisfaction, and timely delivery of services • Participates in company-wide business development, and marketing activities
Minimum Required Qualifications	<ul style="list-style-type: none"> • Master's degree in English, writing, or related field • 10 years of formal work experience in editing, writing or proofreading • Must have at least two years of technical writing experience • Demonstrated superior writing abilities and attention to details • Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar • Knowledge of media production, and dissemination techniques and methods • Knowledge of graphic and design techniques • Must have experience and demonstrated ability to work with outside research vendors, and diverse teams of creative and technical experts • Demonstrated ability to work tight deadlines in a fast-paced environment and handle multiple research projects
Desired Qualifications	<ul style="list-style-type: none"> • Journalism, public relations and media writing skills • Experience writing for multicultural and age-specific audiences • Language skills, and writing certification, a plus • Experience writing about health, environment, science and technology, humanities, socio anthropology, arts, and entertainment a plus • Experience in business development and marketing
Skills Pre-requisite:	<ul style="list-style-type: none"> • Knowledge of word processing, database, spreadsheets and project management software and general office communication equipment