

Technical Writer

Position Description:

Requires 2-3 years of experience developing, writing, and editing material for reports, manuals, briefs, proposals, grants, policies and procedures, annual reports, instruction books, catalogs, and other programmatic-related documents. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology.

Skills/Required Years of Experience:

1. Experience writing Statement/Scope of Work for grants and contracts (Required 2 years)
2. An understanding of Program design or development. (Required 2 years)

Background check is required, if selected for the position.

There are no reimbursable expenses allocated to this position.