



JOB DESCRIPTION

Technical Writer/Editor I Reports to the Manager of Data and Analysis

Purpose of this position:

This position will require working closely with both the NASA Safety Center (NSC) personnel and Alphaport project managers. The selected applicant will edit and format documents in accordance with appropriate specifications, style, and branding. Some documents may be *Sensitive But Unclassified*.

Candidate may write, rewrite, edit, or proofread technical manuscripts, promotional products, online content, corporate internal publications, and business development deliverables. Technical writer/editor will conduct quality control checks to ensure compliance with guidelines, specifications, and deadlines.

Position Location:

- Cleveland, Ohio.

Key Responsibilities will include, but are not limited to:

- Determine and apply appropriate levels of editorial treatment to project materials
- Edit and re-write portions of technical documents, and write original content for promotional materials
- Prepare and assist with preparation, coordination, copyediting, and proofing of large and small proposals
- Develop or maintain templates for documents
- Write or edit press releases, marketing materials, Website copy, and internal corporate communications
- Perform miscellaneous marketing and business development activities
- Serve as mentor to interns



Basic Knowledge and Skills:

- Proven technical writing and editing skills
- Superior command of the English language including rules and usage
- Strong analytical, planning, organizational, and time management skills
- Strong research skills including gathering and analyzing data from multiple sources (subject matter experts, project managers) to develop Web content, and possibly training materials and online help content
- Proven ability to create creative, unique, and relevant online content for the Web
- Superb interpersonal communication skills, particularly where technical information must be conveyed in a clear and convincing way
- Ability to meet aggressive deadlines
- Proficient computer skills, especially Microsoft Office applications
- Ability to function effectively as part of a team
- Ability to maintain discretion and confidentiality
- Ability to understand and follow directions

Education and work experience:

- Bachelors Degree in English, Technical Writing, Journalism, or related field, and
- 0 to 3 years experience in technical writing or editing. Demonstrated knowledge of commonly used concepts, practices, and procedures within the field of technical writing. Experience with a variety of writing styles: technical, creative, and marketing.
- Samples of work required.

Physical Requirements:

The ability to kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10 to 20 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate office equipment, and read information on spreadsheets and reports. The candidate frequently is required to sit, reach with hands and arms, talk, and hear.

Salary:

Salary preference required.

Where to Apply:

All qualified applicants are encouraged to forward their resume to pmossbrugger@alpha-port.com or fax their resume to the HR Administrator at (216) 619-2443.