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National Council for Air and Stream Improvement, Inc.

Job Description

Position: **Technical Editor**

Reports to: Communications Program Manager

Work Week: Exempt position; 40+ hours per week to meet work demands

Revised: June 23, 2023

Duty Station: Headquarters Office in Cary, NC (Hybrid Work Considered)

Salary: Commensurate with experience

Key Words: Technical Editor, Science Communications

Benefits Effective Immediately:

- Health Care Benefit Package (Medical, Dental, Vision, HSA w/ employer contribution)
- 401(k) plan with employer match
- Dependent Care FSA
- Life, Supplemental Life, Disability, and Accidental Death & Dismemberment Insurance
- Identity Theft Protection
- Supplemental Accident and Critical Insurance Available
- Paid Vacation/Sick/Holiday

Essential Job Functions:

1. Work with researchers and developers to ensure document accuracy.
2. Review written technical documents for clarity, grammar, spelling, punctuation, content, and style.
3. Make any necessary corrections to technical documents.
4. Give feedback and advice to technical writers.
5. Ensure that all written content meets NCASI's standards.
6. Develop, communicate, and adhere to goals for content, workflow, and aim of writing.
7. Conduct quality assurance on all publications and resources including technical reports, webpages, newsletters, marketing materials, etc.
8. Maintain technical content on NCASI's website.
9. Conform to strict editing guidelines and security protocols.
10. Read, absorb, process, and communicate complex information. Assist the supervisor in responding to technical queries by NCASI clients and others in a competent and timely manner.

Additional Responsibilities:

1. Undertake additional activities as assigned by Supervisor.
2. Provide proof of full COVID vaccination.

Minimum Qualifications:

1. Bachelor's degree in journalism, English, applied science, engineering, or another related field.
2. Proven experience as a technical writer and in working with a variety of style guides.
3. In-depth knowledge of technical concepts.
4. Experience with desktop publishing and adobe creative suite.
5. Excellent computer and word processing skills.
6. Strong writing, editing, proofreading skills.
7. Ability to adhere to deadlines and handle pressure.
8. Strong attention to detail.

Preferred Qualifications:

1. Master's degree may be beneficial.
2. Experience with web coding and authoring systems.

To Apply: Send cover letter and resume to: Stacy Shelp at sshelp@ncasi.org. Applicant review will begin July 1, 2023, and continue until the position is filled. NCASI is an equal opportunity employer.