

Citizant: Tech Writer (100% Remote) - Chantilly, VA

Citizant provides IT services to the U.S. government, focusing on Agile app development, data management, architecture, and program management for Homeland Security and Treasury. We hire ethical, skilled "A Players" who align with our values: Drive, Excellence, Reputation, Responsibility, and a Better Future. Our small-company culture prioritizes teamwork.

Role:

- Info Tech Programs: Create and maintain tech docs for programs and projects.
- Ensure clarity, accuracy, and compliance with standards.

Responsibilities:

- Develop various tech docs (project plans, user manuals, specs, etc.).
- Collaborate with IT project managers, experts, and stakeholders for accurate info.
- Understand the organization's tech programs for complex process documentation.
- Maintain accuracy, clarity, and compliance with standards and regulations.
- Implement version control for doc changes.
- Review, edit, and enhance content with diagrams and illustrations.
- Create user-friendly materials (FAQs, guides, training docs).
- Communicate IT changes to stakeholders through documentation.

Requirements:

- 3-5 years of tech writing experience, focusing on IT programs.
- Strong IT knowledge and terminology.
- Proficient in document tools (Word, Adobe Acrobat).
- Translate complex tech info into clear, concise docs.
- Attention to detail and commitment to quality.
- Strong communication and collaboration skills.
- Familiarity with version control and document management tools is a plus.
- Bachelor's degree in relevant field (e.g., Technical Communication, Computer Science, Information Technology).
- U.S. citizenship required, with a public trust clearance or the ability to obtain one.

Join Citizant for challenging work, competitive compensation, benefits, and professional growth. We are an Equal Opportunity Employer, promoting diversity and inclusion.