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Technical Writer

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Job ID:	16795229	Posted:	July 18, 2014
Position Title:	Technical Writer	Job Function:	Research
Company Name:	Acumen, LLC/The Sphere Institute	Entry Level:	No
Location(s):	Burlingame, California, 94010, United States	Job Duration:	Indefinite

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Job Description

Acumen, LLC is a public policy consulting firm that provides government agencies with high-quality, impartial research on healthcare, labor practices, and welfare services to promote information-driven policies. Rooting comparative effectiveness research, value-based purchasing, and outcomes measurement in an array of complex data, Acumen adheres to analysis based on information, not ideology.

In keeping with this principle, Acumen is seeking a talented technical writer with a strong desire to further develop his or her **technical, research, and data-driven writing skills** by joining Acumen's exceptional technical writing team. As a team member, the technical writer will have the opportunity to exercise and hone a variety of writing skills—from composing user guides about research tools to writing policy memos for external clients.

The ideal candidate will have 1-5 years of experience, with a college degree and a passion for superb writing and rhetoric. She or he will be looking to further develop her or his technical writing abilities, as well as an opportunity to define her or his career in public policy with some of the best and brightest minds. Acumen provides a strong career path for those who are committed to post-college career objectives and to the development of excellent writing skills.

The Technical Writer will:

- Work with various subject matter experts to compose user guides, technical specifications, and workflow processes for Acumen information systems
- Revise document drafts, verify technical content, and ensure correct grammar
- Enforce document version control
- Support the Technical Writing Manager in ad hoc documentation projects, which could include the production of external-client memos, research-based documentation, and reference materials

Job Requirements

Required Skills

Qualifications Required:

- Bachelor of Arts in a writing intensive field, Bachelor of Science with a communications minor, or commensurate experience
 - Strong written and oral communication skills
 - Able to think critically about a document or task
 - Able to structure information logically and consistently
 - Basic knowledge of technical writing principles
 - Proficiency in Chicago, MLA, or APA style guidelines
- Good organization skills

Qualifications Desired:

- 1-3 years of writing experience in a structured work environment
- Superb communication and writing skills to include:
 - An ability to quickly grasp technical concepts and translate them into clear, easy-to-understand content
 - An ability to proactively communicate the status of documentation to a range of document stakeholders
- Ability to conceptualize information and information systems using various information resources
- Ability to thrive in both team and self-managed environments
- General understanding of information systems and/or information security
- Familiarity with HTML and CSS

Salary: Competitive, commensurate with experience. Benefits included. This is a full-time position.

Due to the sensitive nature of much of our work, all Acumen employees must undergo a background check. Your employment will be contingent upon your completing, and Acumen reviewing to its satisfaction, a mandatory background check.

Employees who work with particularly sensitive information may be asked to undergo an additional background check after starting work.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran, or veteran of the Vietnam era.

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