

## JUNIOR TECHNICAL WRITER

Acumen, LLC, a public policy consulting firm, is seeking a Junior Technical Writer to join our technical writing team.

### Position Description

The Junior Technical Writer will:

- Work with various subject matter experts (software developers, system administrators, database administrators, and security personnel) to compose user guides, technical specifications, and security policies on Acumen information systems;
- Revise document drafts, verifying technical content and ensuring correct grammar;
- Enforce document version control; and
- Support the Lead Technical Writer in ad hoc documentation projects.

### Qualifications

- Bachelors or graduate degree in a writing-intensive field (e.g., English or communications)  
OR  
Bachelors or graduate degree in a computing-related field (e.g., computer science) with a communications or writing minor
- 1-2 years of technical writing experience
- Superb communication and writing skills. This includes (but is not limited to):
  - An ability to quickly grasp technical concepts and translate them into clear, easy-to-understand content
  - Proficiency in the English language and technical writing best practices
- General understanding of networks, databases, and/or information security
- Ability to thrive in both team and self-managed environments

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.*

To apply, please submit a cover letter, resume, technical writing sample (e.g., user guide, technical specification, or security policy), and salary requirement to [www.acumenllc.com/jobs](http://www.acumenllc.com/jobs). Please note that resumes submitted without a cover letter, technical writing sample, and salary requirement will automatically be discarded.

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.