



Technical Writer

Job Description

General Summary of Position:

The Fresnel Company has a contingent opportunity within the Air Transportation industry, with the work being located in Washington, D.C.; this contingent position is for a Technical Writer.

The Technical Writer will provide research and analysis, and technical writing for use by analysts and management in support of their programs.

Duties and Responsibilities:

- Research information, both within and outside of the agency, as needed to support the analysts' programs.
- Prepare documents (i.e. briefing books, presentations, etc.) as appropriate, including such things as newsletters, briefing materials, binders, tabs, graphs, reports, and graphics.
- Perform liaison and coordination functions for briefings. This includes assembling materials required for briefings or follow-up transmittals, confirming logistical arrangements for foreign visitors, and coordinating with other organizations to assure attendance at briefings and availability of subject materials.
- Prepare documents, speeches, and other materials meant for dissemination to U.S. public and foreign officials.
- Maintain currency on a wide range of technical topics including policy, international affairs, and environmental issues.
- Effectively communicate with executives to ensure talking points and speeches meet their needs.
- Review existing documentation and convert/reformat as needed to comply with overall look & feel and quality standards.
- Analyze, interpret, and simplify technical, operational, or clinical information in a manner tailored for each documents intended audience.
- Plan, estimate, and manage the generation, publication readiness, and delivery of written documents in accordance with Program/project requirements.
- Ensure documents adhere to established format, quality, and accuracy standards.

Knowledge, Skills and Abilities

REQUIRED:

- Bachelor's degree in Communications, English, Journalism, Marketing or related field.
- Demonstrated success as a Technical Writer (please note we will require writing samples that demonstrate professional, comprehensible, intuitive, high-quality documentation skills).
- Exceptional grammar, writing, and copy editing skills.
- Strong interpersonal and verbal communications skills.
- Ability to collaborate with all levels of staff to include team members, other contractors and government leadership.
- Advanced MS Office Skills.