

POSITION DESCRIPTION

Title: Technical Writer/Web Content Manager

Responsible to: NCEI Team Lead

Location: Asheville, NC (telecommuting may be possible for exceptional candidates)

ISciences, L.L.C. is seeking is seeking a Technical Writer/Web Content Manger to support the National Oceanic and Atmospheric Administration's (NOAA's) National Centers for Environmental Information (NCEI), headquartered in Asheville, NC.

ISciences is a Michigan based limited liability corporation founded in 1997 with offices in Ann Arbor MI, Burlington VT, and Washington, DC. We believe in the power of evidence-based analysis to understand vulnerabilities and achieve sustainability in a rapidly changing world. Our core strength is the ability to integrate expertise in the physical sciences, the social sciences, and information technology to solve our customers' problems.

ISciences provides strategic, scientific and technical consulting services to a variety of government, commercial and non-profit clients in the fields of sustainable development, vulnerability assessment, remote sensing, and geospatial analysis. Our contributions influence policy decisions at some of the world's largest companies and at the highest reaches of government. ISciences has four principal areas of practice: Water and Climate, Corporate Sustainability, Remote Sensing, and Human Security.

For more information, visit <http://www.isciences.com/>. To apply, please send a resume and cover letter to info@isciences.com by Friday, August 16, 2019.

Summary of Position:

This position is responsible for recommending and implementing content and organization/taxonomy updates to the NCEI employee Google Site, a limited access intranet site intended for members of the organization. Content consists of internal, informative guides and outlines related to NCEI policy, team organization, administrative structure, employee guidelines, etc.

Duties:

1. Interview subject matter experts (SMEs), users, and stakeholders, and document responses.
2. Research Federal web usability standards outlined in section 508 of the Rehabilitation Act.
3. Review and evaluate current site structure, content, and search functions.
4. Produce a report that includes an outline of research findings, an analysis of organization and usability issues, recommendations for improvement, and an implementation plan that includes a new governance strategy.
5. Other duties as assigned.

Required Qualifications:

1. Ability to work on US Government Federal contracts in the USA.
2. Degree in communications, journalism, web design, English, or equivalent work experience.
3. Strong copywriting and editing.
4. Ability to conduct interviews in both face-to-face and digital contexts.
5. Experience with formal independent research and application.
6. Excellent interpersonal and communication skills, both written and verbal.
7. Familiarity with digital content management systems and workflow.
8. Familiarity with web taxonomy or search engine optimization.

Preferred Qualifications:

1. User experience (UX) writing or design background.
2. Some academic or professional research experience, particularly in communications.
3. Journalism experience.

Compensation: Competitive salaries and benefits, with flexible work schedules.

ISciences is an Equal Opportunity Employer