

NWRI SEEKS EXPERIENCED TECHNICAL EDITOR (July 10, 2018)

Are you interested in joining a fast-paced team working on critical public health and water supply issues? The National Water Research Institute (NWRI) is a collaborative resource for the advancement of water resources science, policy, and innovation. NWRI engages with utility leaders, expert practitioners, top researchers, and state and national regulators to support our clients in making water resource management decisions grounded in science and best practice. We are seeking committed professionals to meet diverse partner needs, coordinate independent advisory services, and deliver applied water research projects in the western United States. The NWRI Technical Editor works closely with multi-disciplinary project teams to produce cogent technical reports, develop and implement compelling communications strategies, and maintain positive brand awareness across our diverse stakeholder community. Our work products influence public policy, help protect public health and the environment, and support appropriate investment in water infrastructure.

Required Competencies

- Excellent writing, editing, research, analytical, and interpersonal communication skills.
- Proven research capabilities and attention to detail; tireless intellectual curiosity.
- Demonstrated project management skills and interest in current water resources issues.
- Readiness to work both independently and in highly directed settings.
- Service orientation and willingness to collaborate and take initiative within designated authority.
- Ability to create first-draft content for complex technical documents based on predetermined scope of work descriptions and client-driven investigational objectives.
- Aptitude to take accurate and detailed meeting notes, participate effectively in complex group settings, and efficiently facilitate group discussion.
- Instructional Design skills, including the ability to conceive of and create figures and tables to illustrate complex technical information.
- Experience applying standard style guides and developing and maintaining in-house standards.
- Skills using relevant features of MS Office, MS 365, and web editing software.
- Facility and willingness to test, learn, and deploy relevant new software applications.

Position Qualifications

- 5-7+ years' experience demonstrating a progressively more responsible technical writing and project management career path in a fast-paced office environment.
- Bachelor's Degree in a relevant and related field; advanced degree preferred but not required.
- Skilled user of Microsoft 365/Office and Adobe Creative Suite.
- Experience editing complex, multi-author technical reports.
- Experience with best practices of technical document production.
- Experience creating document templates using style sheets in MS Word.
- Experience developing online content and managing web site content via commercial CMS.
- Experience designing promotional materials including newsletters, informational flyers, etc.
- Ability to travel overnight to attend off-site meetings.
- Sophistication with current public relations and outreach practices including social media.
- Capable of demonstrating eligibility to work in the United States of America.

New hires will work alongside current staff to become familiar with NWRI's member agencies, report content and timing, experts with whom we collaborate, and project management procedures. NWRI offers a flexible and dynamic work environment. Some overnight travel is required to attend meetings with clients. Expected work load is 30+ hours per week. We offer a competitive hourly wage, vacation and sick leave, and a convenient and desirable office location in Orange County, California. If you are interested in this exciting opportunity to join NWRI, please send a cover letter and a current resume or CV to Brandi Caskey, NWRI's Administrative Manager, at bcaskey@nwri-usa.org.