

IMPAQ International, LLC
Technical Writer/Editor

Location	City, State Zip	Post Date	Salary Range	Reports to
Headquarters	Columbia, MD 21044	Current	Negotiable	Vice President

Overview

IMPAQ International, with offices in Columbia, MD and Washington, D.C., is a growing and dynamic, social sciences/economic research firm which provides high-quality research and impact evaluation services, policy analysis, and technical assistance services to U.S. and international government agencies. IMPAQ specializes in designing and implementing research projects to evaluate the effectiveness and cost/benefits of social programs.

Job Profile

The Technical Writer/Editor is responsible for the preparation, editing, and technical support of Federal proposals and project work, including research reports and presentations. The work products may be targeted at specific audiences and frequently require sophisticated health, statistical, economic, and empirical language.

Responsibilities

- Provide technical assistance to IMPAQ staff on improving the content, quality, and appearance of print and electronic products;
- Review documents or products for consistency with IMPAQ and industry standards and guidelines, and with the project objectives;
- Review and edit research staff' work products (e.g., proposals, reports, presentations) for structure, format, grammar, punctuation and spelling;
- Rewrite technical and complex material in language and style to fit the information needs of target audiences;
- Ensure that the format, content, and dissemination plan for IMPAQ work products are appropriate for the intended audience;
- Verify factual material against other sources, as required;
- Provide senior management with recommendations on ways to improve IMPAQ written products;
- Prepare highlights, briefs, overviews, abstracts, and promotional materials on major studies, projects, programs or initiatives;
- Maintain familiarity with IMPAQ proposals and contracts, including major initiatives and their results;
- Maintain an awareness and currency with developments in IMPAQ's core research areas (e.g., labor, health)

Qualifications

Education

- Bachelor's degree in Communications, Journalism, or English.

Knowledge and Experience

- Minimum of 3-5 years of experience in technical writing/editing of research reports, proposals, presentations, and other project deliverables is required;
- Knowledge of editing practices and guidelines, including formats, styles, and procedures specific to technical research publications and government style guidelines;
- Knowledge of health language and communication;
- General knowledge of research and evaluation methodologies and approaches is desired;

- Knowledge of roles and areas of responsibility of a wide range of Federal agencies, including the work of the U.S. Department of Health and Human Services and the U.S. Department of Labor;
- General understanding of the operations of a research and evaluation contract research firm.

Skills

- Strong written and verbal communication skills;
- Ability to express ideas clearly and logically in a variety of media;
- Advanced computer skills (MS Office, including Word and Powerpoint) are required;
- Ability to maintain open and effective communication with IMPAQ staff (executives, project managers, and supporting staff), as well as outside partners/consultants as necessary;
- Proven ability to effectively analyze and explain information, as well as write and/or edit materials tailored to specific audiences;
- Ability to translate highly technical and theoretical discussions into more widely understood language and visual communication forms to meet the specific audience's information needs;
- Ability to work independently and effectively, often under tight deadlines;
- Must be detail oriented, persistent in solving problems, self-motivated, and able to understand and communicate complex material through the written word.

Benefit Notes

IMPAQ offers competitive salaries and a comprehensive fringe benefit package, as well as a team-oriented environment with opportunities for professional growth and development.

Application

For consideration, please email your cover letter and resume to app1yon1ine09@impaqint.com with "Technical_Writer/Editor" in the subject of the email.

Information

For further information about IMPAQ International, please visit our website at www.impaqint.com.