

**IMPAQ International, LLC**  
**Contracts and Proposal Writer/Editor**

<b>Location</b>	<b>City, State Zip</b>	<b>Post Date</b>	<b>Salary Range</b>	<b>Reports to</b>
Headquarters	Columbia, MD 21044	Current	Negotiable	TBD

**Overview**

IMPAQ International is a woman-owned growing dynamic social research organization providing high-quality research and impact evaluation services, policy analysis and technical assistance for U.S. and international government agencies. IMPAQ specializes in designing and implementing research projects to evaluate the effectiveness and cost/benefit of social programs. IMPAQ offers two corporate locations: one in downtown Washington, DC, and another in Columbia, MD which was recently named #2 on Money magazine's list of America's Best Small Cities!

**Job Profile**

The Contracts and Proposal Writer/Editor is responsible for the preparation, editing, and technical support of proposals and project work for Federal contracts, including highly technical 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;
- 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;
- Review and edit research staff' work products (e.g., proposals, reports, presentations) for structure, format, grammar, punctuation and spelling;
- Review documents or products for consistency with IMPAQ and industry standards and guidelines, and with the project objectives;
- 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**

- Master's degree in English, social science, or relevant area

**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**

- Ability to take complex materials and, working with research staff, revise material as needed to ensure that ideas and information are clearly and logically conveyed in a variety of media;
- Strong written and verbal communication skills;
- 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@impagint.com](mailto:app1yon1ine09@impagint.com) with "Contracts and Proposal Writer/Editor" in the subject of the email.

**Information**

For further information about IMPAQ International, please visit our website at [www.impagint.com](http://www.impagint.com).