



Community-Campus Partnerships for Health

Promoting Health Equity and Social Justice

Call for *Remote Technical Writer* **Temporary: 7-month, full-time position**

Community-Campus Partnerships for Health (CCPH)

Established in 1997, CCPH is a nonprofit membership organization that promotes health equity and social justice through partnerships between communities and academic institutions. We view health broadly as physical, mental, emotional, social, and spiritual well-being and emphasize partnership approaches that focus on changing the conditions and environments in which people live, work, study, pray and play. By mobilizing knowledge, providing training and technical assistance, conducting research, building coalitions, and advocating for supportive policies, we help ensure the reality of community engagement and partnership matches the rhetoric. We collaborate with partners whose mission aligns with our vision. Join our team of dedicated professionals applying their technical expertise and creativity to help impacted communities achieve health equity and justice.

Position

CCPH is seeking an experienced remote Technical Writer to write, edit, and update manuals, guidelines, procedures, articles, best practices, reports, and other relevant materials for CCPH projects and operations. The Technical Writer will work closely with the CCPH Program Director and other project staff to strategize about new assignments and must be able to generate innovative ideas for content. In addition, the Technical Writer will meet with communications consultants to discuss graphic design and images. The candidate must have strong writing, proofreading, production and technical editing skills and a proven ability to quickly learn and understand complex topics. The candidate must be self-directed with the ability to take initiative, manage deadlines, demonstrate flexibility, and manage multiple assignments.

Responsibilities

- Conduct research on the subject matter including interviewing subject matter experts to write technical materials.
- Determine the clearest and most logical way to present information for optimal reader comprehension.
- Analyze information for the development or update of procedure and form documentation.
- Review and/or edit content developed by other members of the team.
- Create and write procedures based on standardized templates.

Preferred Qualifications and Experience

- Bachelor's degree in English or Composition, Journalism, Communications
- Technical Writing or related field or equivalent work experience
- Minimum 3 years' experience of technical writing or relevant experience, preferably working on research/evaluation projects focused on health or community engaged research
- Ability to deliver projects quickly and to meet deadlines
- Ability to prioritize and execute tasks in a fast-paced environment
- Exceptional analytical and conceptual thinking skills
- Ability to check all technical material for consistency and accuracy
- Fluency in spoken and written English
- Proficiency in using the AP Stylebook, Chicago Manual of Style, or other style guidelines
- Proficiency in using a variety of computer applications (e.g., Google Suite, Outlook, MS Excel, PowerPoint)

This job description is not all inclusive. The Technical Writer will also perform other related writing duties as assigned. CCPH reserves the right to revise job duties and responsibilities as the need arises.

Report to: CCPH Program Director

Salary and Benefits: Competitive salary commensurate with experience and education. Paid vacation and sick leave, contribution towards the cost of health insurance benefits. This is a full time, 7-month grant-funded job opportunity with the potential for becoming a longer-term position.

To Apply: Please submit your resume, a cover letter describing your interest and relevant experience, and a brief (no more than 5 pages) evaluation plan or report you have developed to our [online job application form](#). If you have any questions, please email info@ccphealth.org.

DEADLINE: FRIDAY, JANUARY 7, 2022, by 5:00 pm EST.

Equal Employer Opportunity Statement

We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, veteran status, or any other characteristic protected by law. This also means promoting diversity of thought, experience, and culture.