STRATEGIC CONSULTING PARTNERS

JAMA ENTERPRISES INC

Project	PA MMIS 2020 SI/DH	Job Title:	Technical Writer
Location:	Harrisburg, PA	Travel Required:	No
Level/Salary Range:	Professional	Position Type:	Full time

Keywords: Medicaid, Technical Writing, Information Technology

Project Synopsis

We have an exciting opportunity for talented and experienced Technical Writers to provide documentation support for the development of a new enterprise-level health IT modernization initiative. These positions require individuals with a strong work ethic, excellent writing skills, the ability to meet deadlines, and the capability to effectively understand and translate technical information for both technical and non-technical audiences. An understanding of IT documentation best practices is required and understanding of the Medicaid environment and is preferred.

Job Description

Responsibilities

1. Work collaboratively with the engineering, business analysis, and PMO teams to develop quality project plans and other written deliverables

2. Develop project-specific deliverables in accordance with directions, customer-approved templates, technical requirements, and the project schedule

3. Write assigned materials that fully reflect the team's expertise and experience, interviewing project sources and/or reviewing existing collateral, as needed, to inform deliverable content

4. Edit and conduct quality assurance checks on written materials to ensure conformance with writing best practices and template requirements

5. Work with the project team, as appropriate, to articulate innovative solutions that respond to client challenges and demonstrate value for the customer

6. Develop and maintain qualification materials, including project profiles, experience matrices/overviews, capability statements, etc.

7. Maintain technical documentation in the appropriate project repository and reconciles customer comments during review cycles

Qualifications and Education Requirements

1. Bachelor's Degree in business, marketing, communications, public relations, or related
2. A minimum of 10 years proven successful experience writing moderate to high complexity technical documentation
3. Ability to learn and translate IT concepts in a compelling way (prior experience in a software development, infrastructure, or other IT field is highly preferred)
4. Detail oriented and organized, with exceptional prioritization skills
5. Ability to effectively balance conflicting priorities and meet deadlines

6. The ability to use standard English writing styles and structures – this includes the ability to research and synthesize information from multiple sources into a cohesive, easy-to-read, and persuasive final product
7. Experience working with technical writing teams in a dynamic, fast-paced environment supporting critical business activities
8. Demonstrated proficiency with web-based tools and Microsoft Office applications including but not limited to Outlook, Word, Excel, PowerPoint, and Visio.
9. Working knowledge in the use of desktop publishing software such as Adobe Acrobat
10. Excellent written and verbal communication skills
11. Ability to work effectively within a group with 'team spirit' as well as be independently motivated with minimal supervision

Preferred Skills

- Knowledge of standards such as PMBOK, CMMI, ISO, and IEEE standards is desirable
- Ability to work collaboratively with a multitude of client representatives, other contractors, and stakeholders