

JOB ANNOUNCEMENT

Technical Editor

Office location: Any (Completely Remote considered)

Stillwater Sciences seeks a highly motivated Technical Editor at the mid- to senior level. The right candidate will become a member of an interdisciplinary team working on habitat restoration planning, design, permitting, and implementation, as well as general water resources management projects throughout the West. This position is 30–40 hours/week and fully benefited. We seek one full-time person preferably based in a city where we have an established office, but we are willing to consider remote candidates.

The Technical Editor will be responsible for:

- Editing client-deliverable technical reports, proposals, presentations, and marketing materials
- Managing production of large and complex multi-section documents, including integration of sections from internal and external (subcontractor) team members and graphics from different software platforms, and formatting
- Editing documents for organization, style, format, grammar, consistency, and logical coherency
- Reconciling differences in tone and voice from multiple writers
- Verifying information cited in reports and that information in text, tables, and figures is consistent and accurate
- Collaborating with authors to select figures and tables that best amplify a document's objective
- Assisting in the preparation of marketing materials and gathering relevant resumes or content
- Adapting to rapidly changing circumstances, client needs, and schedules
- Providing support to all Stillwater offices and project managers

Qualified applicants should possess:

- Ability to work remotely with teams
- Exceptional organizational and time management skills
- Effective communication style (both verbal and written)
- Confidence to interact with all levels of staff, agency representatives, and vendors in a professional and courteous manner
- A healthy dose of initiative, creativity, and drive
- Strong writing, proofreading, and page composition skills

Availability, Compensation, and Application Details:

- Full-time position with benefit package after 3 months
- Salary range is \$20-\$30/hour, depending on education and experience
- Stillwater Sciences provides a competitive compensation package including Paid Time Off, a 401(k) plan, and full health and dental care
- Please send a cover letter describing experience (including your requested salary range), with a resume, in MS Word or PDF format to: resume@stillwatersci.com
- Include "Technical Editor" in subject line.
- Resumes without a cover letter and salary requirements will not be considered
- Position will remain open until filled

- Scientific literacy
- Ability to work a flexible schedule, with hours often depending on document deadlines

Required qualifications include:

- Advanced user of MS Word and Adobe Acrobat
- Experience with document management on SharePoint or other web-based collaborative platforms
- Document production expertise, including the simultaneous production of multiple documents at different stages of development and production of large and complex multi-section documents
- 3+ years of experience as an editor or technical writer
- Familiarity with federal and state permit document requirements, especially FERC hydroelectric project licensing, CEQA, and NEPA
- Exposure to or experience in an environmental organization/consulting firm is a plus
- BA in Technical Communication, Communications, English, Journalism, or related field is also a plus

About Stillwater Sciences:

Stillwater Sciences (www.stillwatersci.com) is an employee-owned environmental consulting firm specializing in scientifically-based solutions to aquatic, terrestrial, and watershed resource management. We assist government agencies, NGOs, and private clients with environmental problem solving, planning, and permitting using a multi-disciplinary approach that integrates physical and biological processes. We have approximately 65 full-time dedicated and enthusiastic employees throughout the Western US in seven offices. We maintain a collaborative work environment that promotes productive and rigorous applied scientific research. We pride ourselves on defining and shaping our individual careers in a way that provides a healthy rhythm of work and life responsibilities. Success at Stillwater requires a healthy blend of passion, initiative, commitment, flexibility, and teamwork. Stillwater Sciences is proud to be an equal opportunity employer.