



Technical Writer

Remote Position - Hourly (approximately 20 hours weekly)

Global C2 Integration Technologies is looking for talented and enthusiastic Technical Writer. You will be responsible for participating in analyses and assessments related to activities focused on U.S. Government security assistance efforts designed to build capacity in the law enforcement sector with foreign partners. You will be an important part of the team providing GC2IT executive staff, Global Integration Support (GIS) PM, and government oversight staff with analyses and assessments related to technical and operational activities of foreign partners' counterterrorism efforts, and capturing those activities in written reports.

Responsibilities:

- Collects and interprets technical data or information and coordinates layout for publication.
- Creates and publishes technical documentations and manuals.
- Contributes to moderately complex aspects of a project, both independently and collaboratively.
- Under supervision, collects and analyzes data to evaluate operations and processes and to facilitate complex decision-making.
- Facilitate internal review of program documents. Track interactions between FAD teams to facilitate collaboration and identify incomplete tasks.
- Manage task prioritization, milestone achievement, changes, and updates internally.

Minimum Skills Required:

- MS in international relations, political science, operations research or similar degree and 3-5 years of experience in documentation, research, analysis, training, or management.
- Experience in program planning, Microsoft Office software, and report preparation
- Possess superb writing, speaking, and interpersonal skills, including an ability to work effectively both independently and in a team and to sustain professional networks both internal and external to the customer.

Desired Skills:

- Experience designing, developing, evaluating, and implementing programs.
- Excellent organizational skills

Eligibility:

- Must have current TS/SCI Security Clearance

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to climb, bend, stretch, walk, sit use hands to handle or feel; frequently use fingers to type; talk and hear; occasionally stand, kneel, stoop, crouch, bend, twist or reach out; may require lifting or moving 10 lbs; frequently



required to reach with hands and arms. Vision requirements for this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: Work environment will have moderate noise when working in an office environment.

ADDITIONAL INFORMATION:

Equal Opportunity Employer - The Company does not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, transgender status, sexual stereotypes, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

All applicants must be able to perform the essential functions of the position, including corresponding core job requirements, with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities (and others in accordance with applicable law) to perform the essential functions of the job, consistent with applicable laws and Company policy.

Job Type: Full-time

Please email inquires to: jobs@gc2it.com