

Schoodic Institute at Acadia National Park

Position Description: Technical Writer

Reports To: Jason Flynn, Chris Nadeau, and Nicholas Fisichelli

Job Type: Temporary, Flexible 20 to 40 hours per week

Location: Remote and Bar Harbor, ME

Vacancies: 1 technician

Duration: December 2022 through May 2023 or longer if funding available

Schoodic Institute at Acadia National Park is a 501(c)3 non-profit organization dedicated to advancing ecosystem science and learning for all ages. Schoodic Institute helps the National Park Service achieve the original vision for Acadia as a destination for science and inspiration. Through innovative programs and partnerships, the nonprofit Institute is a national and community catalyst and center for research and learning.

The Institute works closely with NPS to support research and learning as a Research Learning Center (RLC). As such SI support the partnership with NPS to conduct research, contribute to park management priorities and engage the public in science is rapidly advancing research and offers hope as we address complex challenges in a changing environment.

Primary Responsibility:

The incumbent will be responsible for technical writing to support compliance, agreements, and other communication related to ecological restoration projects in Acadia National Park. This will entail editing draft documents and writing some original material so that it is clear, concise, and formatted according to appropriate standards. Content will include information about ecology, hydrology, trails, roads, and other topics. The position will require communication among several key team members (Schoodic Institute and NPS) to get draft content, review drafts, and track progress and outputs. The position will also require good record-keeping and ability to track timelines and project activities. Depending on interests and time, the position may also involve responsibilities to help schedule and coordinate meetings, prepare for public meetings, and facilitate communication within a diverse project team and with stakeholders.

Skills and qualifications:

- Ability to write technical information clearly and concisely (may require writing sample)
- Organizational skills and ability to track tasks and deliverables
- Ability to work well as a part of a team
- Some experience writing for or working with web-based formats a plus but not required.

Location: Bar Harbor, ME - Flexible-Mostly remote

Hours: This is a temporary full-time position through May 31, 2023. The incumbent will work 20 to 40 hours/ week; the hours and schedule are flexible and will be determined by the supervisor for the position and the incumbent.

Compensation: Hourly pay at \$22.00/hour

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To Apply: Please send resume, cover letter and one to three writing samples as one (.pdf) attachment to search@schoodicinstitute.org using "Technical Writer" in the subject line.

Successful applicant will be required to receive a background security clearance to access government computer systems.

Schoodic Institute is an Equal Opportunity Employer.