

Technical Writer-Editor

OFFICE OF THE SECRETARY OF THE INTERIOR

Agency Contact Information

1 vacancy in the following location:

📍 District of Columbia, DC

Work Schedule is Full-Time - Term Appointment Not to Exceed 2 Years

Opened Wednesday 4/27/2016

(7 day(s) ago)

🕒 Closes Wednesday 5/4/2016

(0 day(s) away)

Salary Range

\$53,435.00 to \$84,044.00 / Per Year

Series & Grade

GS-1083-09/11

Promotion Potential

11

Supervisory Status

No

Who May Apply

This position is open to all US Citizens.

Control Number

437326600

Job Announcement Number

OS-6050-16-KY-132(DEU)

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Job Overview

Summary

[About the Agency \(https://jobs.mgsapps.monster.com/bsee/vacancy/preview.hms?orgId=2&jnum=1109\)](https://jobs.mgsapps.monster.com/bsee/vacancy/preview.hms?orgId=2&jnum=1109)

This position is located within the Department of the Interior (DOI), Office of the Secretary (OS), Office of National Invasive Species Council (NISC) in Washington, DC. The incumbent serves as Writer-Editor for the NISC Secretariat. Following priorities, guidelines, and strategic plans established by the Executive Director, the incumbent ensures effective day-to-day coordination of publishing and related communication activities necessary for the NISC Secretariat to implement its duties in a timely, credible, and highly effective manner.

This is a term, two year appointment.

This vacancy may be used to fill additional positions as vacancies become available.

Salary Information

GS-09: \$53,435 -\$69,460 per annum. GS-11: \$64,650-\$84,044per annum. First time hires to the Federal government normally start at the lower salary range of the grade level.

The Office of National Invasive Species Council has determined that the duties of this position are suitable for telework with supervisory approval.

Duties

At the full performance level (GS-11) the major duties of this position include, but are not limited to the following:

- 1) Works closely with the Executive Director to develop and implement strategic communication strategies and implements strategic communication action items under the Management Plan and other guidance documents.
- 2) Drafts, edits, designs, and otherwise produces a wide range of written materials (both technical and non-technical). This may include, but not be limited to, Management Plans, strategic plans for individual activities, technical reports, briefing papers, fact sheets, press releases, memoranda, and materials for social marketing campaigns and education/outreach activities.
- 3) Coordinates strategic planning, design, design updates, narratives, photography, and links for the website and ensures that all updates to the text and links by other staff are timely and accurate.
- 4) Writes blog posts for a website on at least a weekly basis in order to raise the visibility of organizational programs and projects.

Travel Required

- Occasional Travel
- Occasional Travel Required

Relocation Authorized

- No

Job Requirements


Additional Information

How to Apply

Required Documents

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Department Of The Interior

Office of the Secretary of the Interior

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