

TECHNICAL EDITOR

EnviroSystems Management, Inc. is a small, successful woman-owned environmental consulting firm based in Flagstaff, Arizona. EnviroSystems has been providing services in National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, and Clean Water Act compliance; Cultural Resources including Archaeological Surveys and Inventories, Preservation and Treatment Plans, Testing and Data Recovery; and Tribal Consultation in the Four Corners region since 1999. We are seeking a Technical Editor with a minimum of 3 years of experience in performing technical editing for scientific reports in particular reports involving Archaeological resources. The position is part-time with the potential to grow to full-time.

JOB RESPONSIBILITIES

- Review/edit reports, proposals, and related materials submitted by technical writers for clarity, punctuation, grammar, and content
- Work closely with technical writer to ensure accuracy
- Edit for conformance to in-house and agency required guidelines for reports/publications with specific experience in archaeological technical reports
- Review of layouts, graphics, tables, or illustrations for consistency and to clarify or enhance publication

QUALIFICATIONS

Education and Experience

- Degree in English, Communications, Publications or a related field is required and/or a degree in archaeology with a minimum of 3 years of experience in technical editing.
- Minimum of 3 years writing/editing experience in a professional writing position
- Competency in word processing, spreadsheets, database management and graphics production

Skills

- Excellent technical writing skills
- A team-first collaborative attitude
- Self-motivated requiring minimal oversight
- Well organized with multi-tasking skills
- Ability to interact with the public and project teams in a positive and proactive manner
- Excellent verbal communication skills
- Ability to work under and meet tight deadlines

Please send a cover letter and resume to kepperly@esmaz.com