Current Opening: Technical Writer - Information Assurance

Description: We are currently seeking a strong Technical Writer to support our cybersecurity and information assurance projects. The selected candidate will work with our Cybersecurity Analysts to document the security architectures of information systems. The ideal candidate will have an interest in technology, but will rely on the combined skills of the team to create documentation. This position involves:

- Collaborating with technical personnel such as cybersecurity analysts, software developers, network administrators, and system administrators to determine documentation needs
- Documenting test results
- Documenting the comprehensive security posture of information systems of all types
- Compiling information for compliance with government policies concerning cybersecurity
- Documenting comprehensive configuration management plans for software, hardware, firmware, and peripherals for IT systems
- Preparing plans and briefings in support of IT systems
- Documenting recommendations for resolution of security issues
- Documenting review and audit results for IT system configurations
- Recording minutes for technical meetings
- Preparing technical illustrations, diagrams, and charts
- Creating, maintaining and improving templates used by the team
- Ensuring accuracy, completeness, and clarity of documentation
- Documenting assessments of security risks associated with information systems according to published policies, standards, and procedures

Required Experience and Skills:

- Bachelor’s Degree, preferably in Technical Writing or related field
- 2+ years’ experience in Technical Writing
- Experience developing briefing materials for management
- Ability to communicate clearly and effectively both in writing and verbally
- Experience using Microsoft Word, Excel, Visio, Project, and PowerPoint
- Excellent customer service and communication skills
- Must complete a favorable background check and be eligible for a Secret
security clearance

**Preferred Experience and Skills:**

- Familiarity with the U.S. Air Force Standard Desktop Configuration for Windows or the Windows operating system
- Experience working with the U.S. Air Force as a civilian, contractor, or service member

**Hours:**

- Full Time (40 hours per week)
- Flexible hours between 6:00 AM and 6:00 PM, Monday through Friday

**Benefits:**

Vangarde’s comprehensive benefits package includes:

- Group health care plan
- Dental insurance
- Vision insurance
- Life insurance
- 401(k) plan
- 120 hours of vacation and paid time off
- 11 paid holidays per year