

Looking for a career with professional growth in a close-knit, fun atmosphere? Alvine Engineering offers the perfect balance of technical and professional growth. We're big enough to deliver cutting-edge experience; small enough to know your name. We think you are going to like Alvine Engineering.

Job Responsibilities:

- ▶ Responsible for document development, including: research, technical writing, editing, layout, and production for a variety of client deliverables. Deliverables may include awards, project reports, presentations, and a variety of other communications and marketing deliverables depending on the need
- ▶ Manages all aspects of award submissions, including: managing deadlines, acquiring technical information from engineers, writing narratives, and submitting final materials
- ▶ Proactively and persistently solicits input from technical staff members across multiple office locations, working with limited reference material and time to develop narratives, presentations, and other deliverables
- ▶ Provides strategic guidance on proactive communication and publishes content on a variety of platforms, including: social media, LinkedIn, Facebook, web sites, blog posts, case studies, employee web biographies

Qualifications:

- ▶ Bachelor's degree in Technical Writing, Journalism, English, Communications, or equivalent work experience
- ▶ 3-plus years' technical or content marketing
- ▶ Experience with InDesign, WordPress, Trello, Microsoft Office suite, and other similar platforms
- ▶ Excellent communications skills
- ▶ Superior writing skills, with the ability to explain technical concepts to a diverse audience and to manage versions and revisions across multiple projects and platforms
- ▶ Extreme attention to detail is a requirement
- ▶ Ability to comfortably interact with leadership, technical staff (designers, engineers, project managers), IT professionals, marketing teams, and other writers to gain and clarify project scope
- ▶ Ability to learn new technologies and concepts quickly and then be able to write clear, informative, and compelling copy at scale to varied audience groups

We Offer:

- ▶ Professional development opportunities, including training and mentoring programs; organization and professional registration; and tuition and technology reimbursement programs
- ▶ Medical, dental, vision, and life insurance benefits, as well as supplemental insurance through AFLAC
- ▶ Generous 401(k), profit sharing, and discretionary bonuses
- ▶ Progressive wellness benefits, including fitness reimbursement and volunteer time off

With six locations across the Midwest, Alvine Engineering offers both a solid foundation and room for you to advance your career. Join a team where you can make a difference and strengthen our foundation of excellent engineering, client satisfaction, and leadership. To apply or learn more about the position, please email your resume to joinus@alvine.com.