

Job Description Technical Writer

Position Summary

Are you interested in championing the work of nonprofits in Propel Nonprofits' service area? Propel is seeking a Technical Writer to join its IT team on a temporary basis.

Create a set of updated computer policies that reflect a hybrid working environment that is written in 'one voice'. You'll work closely with the IT Director to develop an outline of the needed policies and a format for their writing. You'll then take that outline and research best practices to craft a set of written IT policies for employees of the organization. The project will be edited by the IT Director and HR. Additional documentation projects that could be completed as time and budget allows are IT operations manual and an IT document management system.

Reports to: IT Director

Classification: Temporary Part-Time, Non-Exempt

Duration: 350 total hours over a 3–6-month time period, working no more than 30 hours a week

Hourly Rate: \$20/hour

Location: [Minneapolis] (Hybrid Work)

Responsibilities

- Collaborate with IT and HR departments to understand Propel Nonprofits' IT infrastructure and policy requirements.
- Research and gather information on best practices for IT policies and procedures.
- Draft, edit, and format IT policies, procedures, and guidelines to ensure clarity, consistency, and compliance with industry standards.
- Assist in the review and revision of existing IT policies to ensure they are up-to-date and effective.
- Participate in meetings to gather feedback and make necessary adjustments to the documentation.
- Ensure all documentation is accessible and easily understandable by non-technical staff.
- Weekly reporting of hours spent, and progress made for goal setting, project management, and payroll tracking purposes.

Qualifications

- Currently pursuing or recently completed a degree in Technical Writing, Communications, Information Technology, or a related field.
- Strong writing, editing, and proofreading skills.
- Basic understanding of IT concepts and terminology.

- Excellent attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with documentation tools.
- Knowledge of and experience with AI prompting, in particular Microsoft Copilot.
- Strong communication skills and the ability to convey technical information in a clear and concise manner.

Preferred Qualifications:

- Previous experience in technical writing or creating IT documentation.
- Familiarity with non-profit organizations and their unique IT needs.
- Knowledge of basic IT security standards.

Benefits:

- Gain hands-on experience in technical writing and IT policy development.
- Opportunity to work with a dedicated team and contribute to meaningful projects.
- Flexible working hours to accommodate your academic schedule.
- Potential for future employment opportunities within Propel Nonprofits.

Accommodations

We recognize that qualified applicants will include a range of people who will each require different support in order to be successful. Propel operates with a remote/office hybrid environment and we are committed to making sure that each staff member has the technology and programs they need to be successful. If you have a cognitive or physical disability that requires accommodation or specific support, we will provide what is reasonable within the organization's capacity.

To Apply

Interested candidates should send a cover letter and resume by 5pm CST Friday, November 1, 2024, to hiring@propelnonprofits.org. Please use the subject line "Technical Writer."

ABOUT PROPEL NONPROFITS:

Propel Nonprofits is an intermediary organization and federally certified community development financial institution (CDFI). We provide capacity-building services and access to capital to support nonprofits in achieving their missions including the ability to link strategy, governance, and finance and to support nonprofits through their organizational lifecycle.

Propel Nonprofits is dedicated to fueling the impact and effectiveness of nonprofit organizations through expert guidance, resources, and support. We are seeking a motivated and detail-oriented Technical Writer Intern to join our team and assist in developing comprehensive IT policies for our employees.

Propel Nonprofits was formed by the January 2017 merger of Nonprofits Assistance Fund and MAP for Nonprofits. The two organizations came together to create a larger entity that offers a holistic approach to services that meets a larger set of nonprofit needs, including the ability to more closely

link strategy, governance, and finance. The merged organization has a growing 32-person staff working collaboratively to support nonprofit clients, develop and deliver excellent programs, and grow a healthy organization.

Propel Nonprofits is an equal opportunity employer.