

Technical Writer

Organization Description

The Wild Neighbors Database Project is a 501(c)3 non-profit organization which supports international wildlife rehabilitation by developing online data management software and helping implement its use worldwide. Through the continuing development of data management software, including WRMD, we are enabling wildlife rehabilitators to collect, manage and analyze data from their patients, so that together we can continue to improve our best practices and make a difference in all wild lives.

Reports To

The **Technical Writer** will report to Rachel Avilla **Customer Relations Manager**.

Job Overview

This position will be responsible for creating content for the WRMD knowledge base. We are looking for a person that can take the detailed and nuanced technical attribute of WRMD and distill them down to conceptual and task-based documentation that any end user can understand and use.

This is a contracted job until the project is completed. After that point the contract may be extended for maintenance of the knowledge base and to help answer daily questions that come through WRMD's forum.

Responsibilities and Duties include but are not limited to

- Developing and writing user documentation on how to use WRMD's many features.
- Developing and applying uniform style guide for the formatting, approval, presentation, and release of technical documents.
- Help create online video tutorial screencasts that compliment the written tutorials.
- Create a glossary of WRMD terms and uses.
- Write descriptions and overviews of WRMD's extensions.

Qualifications

- Two years of experience working in wildlife rehabilitation.
- Experience using WRMD.
- Excellent technical writing skills.
- Experience with WordPress.
- Proficiency with computers and learning new software.
- Ability to be a self-starter and take a project and run with it.

Budget

- The Wild Neighbors Database Project has a budget of \$10,000 for this project. Payment plan will be negotiated depending on skills, output of work and timeline

How to Apply

Please Send a cover letter, resume, and an example written tutorial of any WRMD task to rachel@wrmd.org.