

Technical Writer

The Technical Writer develops, edits, and maintains high-quality documentation to support Coggins International programs, systems, and services. This role ensures content is accurate, clear, and aligned with organizational requirements. Working closely with engineers, product teams, program managers, and subject matter experts (SMEs), the Technical Writer produces manuals, guides, white papers, specifications, reports, and other technical documentation to help users and stakeholders understand and operate complex systems.

Duties and Responsibilities

- Create descriptive user manuals, documents and user guides for complex subjects, ensuring clarity and usability.
- Prepare documents and edit content for publication in compliance with style and format guidelines.
- Produce instructional and how-to guides for system operators, maintainers, and end users.
- Write documentation, white papers, test plans, technical and functional specifications, and technical reports explaining product or service functionality.
- Edit documentation for clarity without altering key technical or functional information.
- Conduct research on specified topics and technologies to ensure accuracy.
- Interview professionals and SMEs to gain a deeper understanding of technical concepts.
- Collaborate with the development team and gather user feedback to refine product documentation.
- Maintain version control and ensure timely updates for system or process changes.
- Publish documentation in electronic formats for accessibility.

Required Skills and Experience

- Bachelor's degree in Technical Communications, Information Systems, or equivalent education or work experience.
- Minimum three (3) years of technical writing experience, preferably in a DoD/Government contracting environment.
- Proficiency with Microsoft Office Suite, Adobe Acrobat Pro, and content management systems.
- Ability to present and communicate complex technical data for wide-ranging audiences.
- Familiarity with documentation standards, style guides, and configuration management practices.
- Strong grammar, editing, and attention to detail.
- Excellent organizational and project management skills.
- Ability to work independently and with cross-functional teams.
- **Must work on-site at Coggins HQ, Alexandria, VA.**