

Junior Writing Admin

Description

The Junior Writing Admin will have a unique opportunity to work alongside and provide support to our proposal and technical writing team. You will learn the ins and outs of what it takes to produce a broad range of essential documents such as proposals, client reports, public-facing copy, and more. These experiences will provide essential on-the-job training to broaden your skillset. A major goal of this day-to-day program support role is to assist with updating our supporting materials. You will reach out regularly to key staff members in many departments to gather information, potentially multiple times a week, to gather data and assist the team with essential reorganization and documentation support. In addition, you will receive a quality learning experience by attending a variety of our cross-department meetings, as well as shadowing our writers on various projects. This position will be 20 hours a week. A day in the life of this role: Review and update documents. Reorganize document management storage systems. Attend team and program meetings. Depending on your skillset, some light copyediting and writing. Due to the scope of this role, you may touch on many special projects to make it a fulfilling experience. Project benefits include: Get hands-on industry experience. Meet a variety of industry professionals and deepen your professional network and collaborate frequently with members of your team and cross-department teams. Learning and research opportunities that will deepen your understanding of a variety of vital projects. To enable you for success, we are seeking candidates with these qualifications: Administrative experience, such as organization, documentation, and/or writing support. Experience with Microsoft Office suite. Intermediate Microsoft Word skills preferred. Ability to work independently and collaborate with a team. Experience gathering, tracking, and sorting data. How to Apply: Please see our Internships page for a detailed overview of our application criteria. Compensation: Undergraduate student: \$21/hr Graduate student: \$24/hr Please mention the word ****INDULGENT**** and tag `RMtA3LjE3OC4yMzluMjQw` when applying to show you read the job post completely (`#RMtA3LjE3OC4yMzluMjQw`). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

Contacts

Job listing via RemoteOK.com

Hiring organization

Energy Solutions Internships

Job Location

Oakland, California, United States

Base Salary

\$ 20000 - \$ 50000

Date posted

May 28, 2024

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