Favor TechConsulting, LLC (FTC) is seeking talented Technical Writers with extensive Department of Veterans Affairs (VA) experience.

Essential Job Functions & Responsibilities

- Coordinate with multiple sources to collect and consolidate documentation needed to develop executive and program level briefings
- Experienced with managing relationships at the Senior Executive Service (SES) and management support levels
- Excellent writing, editing, and proof reading skills
- Skilled with writing business, technical, and analytical reports and documents
- Strong verbal communications skills
- Strong follow up skills
- Functions well under pressure due to very tight deadlines
- Detail oriented, organized, and punctual
- Ability to manage numerous activities with varying priorities simultaneously

Required Minimum Qualifications

- Bachelor's Degree and at least 5 years of experience in a technical writing position
- Proven technical writing skills for PMO documentation-writing and editing
- High level of proficiency in all Microsoft Office applications
- Proficient with Adobe products such as Adobe Acrobat Pro
- Proficient with Graphics software including Microsoft Visio, Excel, and PowerPoint

Desired Qualifications

- Experience with the Department of Veterans Affairs (VA)
- Knowledge of U.S. Government Publishing Office (GPO) format and guidelines
- Associated Press (AP) writing style experience
- Knowledge of VA Project Management Accountability System (PMAS) and ProPath processes and documentation highly desired

In addition, U.S Citizenship is required. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information and be able to obtain a government-granted security clearance. Individuals may also be subject to a background investigation to include but not limited to criminal history, employment and education verification, drug, testing, and creditworthiness.

Favor TechConsulting is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, or genetic information. Favor TechConsulting is an E-Verify Participant.