**Technical Editor**

STI needs a highly skilled technical editor to help us produce high-quality deliverables that communicate scientific information clearly. Join our team of technical editors and collaborate with our content experts on technical topics such as air quality science, fire science, and data analysis to produce reports, proposals, presentations, fact sheets, web content, posters, and more. The ideal candidate has an excellent command of English grammar, is comfortable using styles and formatting documents in MS Word, can work with presentations in PowerPoint, and is familiar with Adobe Acrobat Pro.

Selected by the *North Bay Business Journal* as one of the Best Places to Work for the 14th consecutive year, Sonoma Technology is an employee-owned consulting firm that provides innovative, science- and technology-based solutions for our clients' environmental challenges worldwide. Our integrated teams of air quality and environmental scientists, meteorologists, software engineers, and specialists tailor products and services to best serve our clients. We empower our clients to make informed, timely decisions about environmental issues.

We believe that our most valuable resource is our team. We offer a professional work environment, competitive benefits package to full-time employees, and an opportunity to address intellectually challenging environmental issues. We organize a variety of inclusive activities throughout the year and enjoy a balanced and supportive culture. For more information about our culture, visit [www.sonomatech.com/charter](http://www.sonomatech.com/charter).

**Key Responsibilities**

* Edit complex technical documents for clarity, consistency, organization, and grammatical correctness
* Format documents in accordance with our corporate (or other specified) style guide
* Work closely with authors, technical reviewers, editors, graphic designers, and other staff to meet deadlines, ensure quality, and meet client needs
* Train and advise technical staff on grammar and technical writing, the company style guide, and use of templates and other tools
* Manage multiple deadlines in a fast-paced team environment with shifting priorities
* May assist with workflow planning and prioritizing work for the team
* May create and/or modify graphics for inclusion in documents, journal papers, and PowerPoint presentations, and assist with layout of fact sheets and technical posters

**Qualifications**

* Five or more years of editing experience including, but not limited to, scientific, software, or engineering topics
* Degree in English, Communications, or a related field
* Robust knowledge of English grammar, spelling, punctuation, and composition
* Ability to read and understand complex technical language and edit for clarity, organization, consistency, and readability
* Advanced skill with Microsoft Word including formatting text (using styles), headers/footers, tables, figures, tables of contents, and other front matter and using Word’s Track Changes and Comment features
* Impeccable level of accuracy, efficiency, and attention to detail
* Willingness to receive feedback from multiple reviewers

**Desired Skills**

* Proficiency with Microsoft PowerPoint and Publisher
* Recent experience with Adobe Creative Suite (primarily InDesign and Photoshop) for basic layout and publication design
* Understanding of, or strong interest in, customized Word templates, toolbars, styles, and macros
* Competency with bibliographic programs (such as EndNote)
* Ability to draft clear and useful instructions and procedures
* Basic knowledge of HTML is a plus

**To Apply**

Please send a letter of interest and a resume by email, mail, or fax to:

Cathy Anthony

Sonoma Technology

1450 N. McDowell Blvd., Suite 200

Petaluma, CA 94954

Email: canthony@sonomatech.com

No calls please. Include the job reference code in your communication: EDTR