



Job Title: Technical Editor / Document Specialist

Location: Remote / Hybrid

Employment Type: Part-Time (Non-Exempt)

Schedule: Variable part-time hours based on project and deliverable needs

Reports To: Company Leadership / Project Management

Compensation: \$30 - \$45 per hour, depending on experience and qualifications

About Ecocentric

We are a mission-driven organization dedicated to environmental compliance and natural resource conservation, focusing on more than just checking boxes. Our team collaborates closely with state and federal agencies to ensure successful project execution from start to finish. Our expertise spans a wide range of services, from biological surveys and construction monitoring to advanced data management and conservation compliance. Whether managing small local initiatives or overseeing the world's largest solar-thermal facility, we prioritize excellence and sustainability.

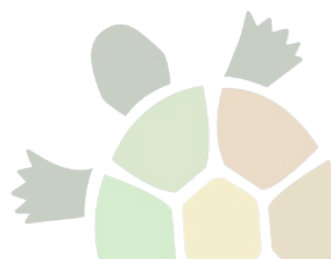
We bring unparalleled attention to detail and care to every project, including specialized services for desert tortoises and other wildlife. From mitigation implementation to habitat restoration, we are committed to doing what's right for our clients, the permitting agencies, and natural resources alike. We are proud of our commitment to delivering client satisfaction while protecting the environment.

What We Offer

- Competitive pay
- Professional development opportunities
- Flexible work arrangements
- Collaborative, mission-driven work environment
- Training in environmental compliance and conservation practices
- Opportunity to contribute to meaningful environmental conservation projects

Job Summary

Ecocentric is seeking a detail-oriented **Technical Editor / Document Specialist** to provide part-time editing and document-production support across the business. This position reviews and refines technical and business materials, including memos, reports, proposals, protocols, and PowerPoint presentations, for grammar, punctuation, syntax, logic, clarity, consistency, and professional presentation. The role also formats Microsoft Word and PowerPoint documents to



ensure deliverables are polished, consistent, easy to navigate, and aligned with Ecocentric, client, and agency requirements.

The successful candidate will be comfortable working with technical subject matter without changing the underlying scientific or regulatory meaning. This individual will collaborate with project managers, biologists, data/GIS staff, and other subject-matter experts to prepare client-ready and agency-ready deliverables, often within established deadlines.

Key Responsibilities

Technical Editing & Quality Control

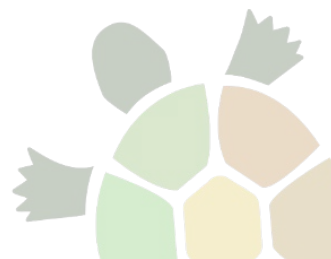
- Review memos, technical reports, protocols, proposals, letters, presentations, and other business documents for grammar, spelling, punctuation, syntax, clarity, logic, tone, and consistency.
- Edit for concise, professional writing while preserving technical accuracy, author intent, and specialized environmental and regulatory terminology.
- Review document organization, narrative flow, headings, cross-references, numbering, tables, figures, captions, appendices, and supporting materials for consistency.
- Identify contradictions, unclear statements, missing information, inconsistencies, and formatting issues and coordinate questions with the document author or subject-matter expert.
- Perform final proofreading and quality-control reviews before documents are submitted to clients, agencies, teaming partners, or other external audiences.

Microsoft Document Formatting & Production

- Format and revise Microsoft Word documents using styles, section breaks, headers and footers, page numbering, tables of contents, lists, tables, captions, references, and other document-production tools.
- Format and refine PowerPoint presentations for consistency, readability, visual hierarchy, and professional presentation.
- Apply Ecocentric templates, branding, document standards, and established style conventions across deliverables.
- Create or improve layouts, tables, callout boxes, graphics placement, exhibits, and other visual elements when they improve readability or clarify technical information.
- Prepare clean final versions and, when requested, redline or tracked-change versions for internal review.
- Convert and review final PDFs to confirm pagination, links, graphics, tables, and other document elements render correctly.

Document Standards & Coordination

- Organize, revise, and maintain technical material according to established company standards for order, style, terminology, and sequencing.



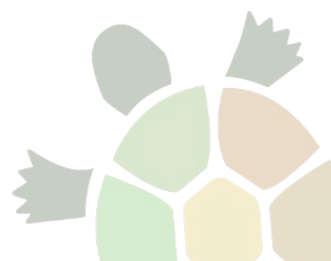
- Work with project managers, technical leads, and subject-matter experts to resolve edits and ensure a common understanding of document content.
- Follow document-control, file-naming, version-control, and electronic filing practices to maintain document integrity.
- Help maintain and improve templates, style guides, boilerplate language, and document-production standards.
- Prioritize multiple assignments and meet deadlines for documents with varying levels of complexity and urgency.
- Perform other related duties as assigned.

Required Qualifications

- Bachelor's degree or higher in English, communications, technical writing, professional writing, publishing, or a related field.
- Minimum of 2 years of professional writing, editing, proofreading, document production, or related experience.
- Excellent command of written English, including grammar, punctuation, spelling, sentence structure, and professional business writing.
- Must know and be able to implement the latest edition of APA Style, including citations, references, headings, tables, figures, and other applicable formatting requirements.
- Advanced proficiency in Microsoft Word, including styles, formatting, section management, tables, headers/footers, page numbering, and document navigation features.
- Proficient with Microsoft 365 applications, including Word, PowerPoint, Excel, and Outlook, and with Adobe Acrobat.
- High level of attention to detail and accuracy.
- Ability to interpret markups, follow detailed instructions, and apply edits consistently across complex documents.
- Strong organizational, time-management, communication, and problem-solving skills.
- Ability to work independently with minimal oversight while collaborating effectively with authors and technical staff.
- Ability to manage confidential or sensitive business and project information appropriately.

Preferred Qualifications

- Experience editing scientific, environmental, engineering, regulatory, or other technical documents.
- Experience formatting long or complex Microsoft Word documents, including reports with tables, figures, appendices, references, and multiple contributors.
- Experience editing proposals, qualifications packages, scopes of work, or other professional-services documents.
- Experience developing or maintaining Microsoft Word templates and organizational style standards.



- Familiarity with environmental consulting, natural resources, regulatory compliance, or government/agency deliverables.
- Experience using SharePoint, Microsoft Teams, or similar document collaboration and version-control platforms.

Work Environment & Physical Requirements

- Primarily computer-based work performed in a remote or hybrid office environment.
- Requires extended periods of sitting and working at a computer, including detailed review of text, tables, graphics, and presentations.
- Requires reliable internet access and the ability to communicate effectively through Microsoft 365 collaboration tools.
- Workload may vary based on proposal deadlines, reporting cycles, and client or agency deliverable schedules.

Position Classification

This is a part-time, non-exempt position. Hours worked must be accurately recorded, and overtime, when applicable, must be authorized and will be compensated in accordance with applicable law and company policy.

How to Apply

Please submit your resume and cover letter to careers@ecocentricnv.com explaining your alignment with our mission and qualifications for the role. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Ecocentric reserves the right to change or modify the employee's job description whether orally or in writing, at any time during the employment relationship. Ecocentric may require an employee to perform duties outside his/her normal description. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Ecocentric is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

