Senior Technical Editor

Send resume to **resumes@bicsi.org**

OUR MISSION

BICSI is a global professional association supporting the advancement of the information and communications technology (ICT) profession. Our vision is to be the preeminent ICT resource for the connected world with focused values in integrity, service, and excellence.

SUMMARY

The Senior Technical Editor is responsible for supervising the editing and coordination of the production of BICSI's technical publications and accredited international standards. This role ensures that all documents are clear, accurate, consistent, and comply with the organization's editorial guidelines, industry standards, and accreditation requirements. The Senior Technical Editor works closely with authors, subject matter experts, the Senior Technical Designer, and other team members to produce high-quality publications that enhance BICSI's reputation and support its mission within the industry.

SUPERVISORY ROLE

Serve as proxy for Director of Standards & Publications when necessary.

DUTIES/RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

Technical Editing and Proofreading

- Edit and proofread BICSI's technical publications and accredited international standards for grammar, style, consistency, accuracy, and structure at both hardcopy and electronic stages.
- Act as Lead Editor or Co-Editor of selected publications, ensuring they meet quality and compliance standards.
- Ensure all publications adhere to BICSI's editorial style guides and illustration guidelines.
- Edit other technical documents as assigned.

Coordination of Production Processes

- Coordinate BICSI online submissions and manage revision control of technical content.
- Identify, document, and implement editorial process improvements to enhance efficiency and quality.
- Track the progress of departmental work and facilitate the elimination of bottlenecks when they occur.
- Assist in all administrative work associated with publications from kick-off to release, including setting up user accounts and tracking subject matter expert (SME) contributions.

Facilitation of Editorial Reviews

- Facilitate virtual and/or in-person editorial reviews by monitoring discussions with SME team leaders (SMETLs) and SMEs.
- Make live edits during reviews and document/collect supplementary SME assignments.
- Participate as an editor in 1 to 3 weekend virtual and/or in-person editorial reviews per calendar year utilizing cloud-based platforms.
- Conduct in-person and virtual training sessions for new SMEs, both one on one and in large groups (50+ participants).

Collaboration and Communication
- Communicate regularly with Director of Standards & Publications regarding the status of projects.
- Assist in the communication of relevant information to other BICSI departments (e.g., Professional Development, Credentialing, Information Technology, Marketing and Communications, etc.).
- Coordinate communications to SMETLs and SMEs from the kick-off of publication production/revision through release.
- Coordinate related correspondence and submissions from committee members, editors, illustrators, writers, consultants, and vendors.
- Communicate with the Marketing and Communications Department to ensure editing of external technical magazine articles is completed in line with publication deadlines.

Content Management and Technical Support
- Manage BICSI's publications-related Content Management System (CMS) and act as liaison between the CMS vendor and BICSI.
- Perform CMS beta testing and provide first-line technical support functions.
- Monitor email and download documents as needed.
- Coordinate technical publications errata and updates with Director of Standards & Publications.
- Coordinate with outside vendors on special projects.

Project Management
- Assist with developing timelines for technical publications and standards to ensure deadlines are achieved.
- Conduct research for technical publications subject matter when necessary.
- Manage multiple projects and maintain multiple electronic files, data, and backups.
- Make judgment decisions when required and coordinate projects to increase workflow efficiency.
- Ensure the production of high-quality work from concept to final product.

Collaboration with Design and Production Teams
- Assist the Senior Technical Designer by suggesting and reviewing design and layout changes for technical publications.
- Coordinate with the Senior Technical Designer to ensure visual elements align with content and enhance understanding.
- Participate in content planning meetings to provide input on document structure and organization.

Compliance with Accreditation and Industry Standards
- Ensure that all publications comply with relevant industry standards, including ANSI requirements and other accreditation standards.
- Maintain and update BICSI's editorial style guides in collaboration with the Director.
- Provide guidance on editorial standards and compliance requirements to authors and contributors.

Miscellaneous Duties
- Assist with webinars and teleconferences related to publications and standards.
- Edit articles for external technical magazines and communicate with editors to optimize staff utilization.
- Perform other departmental and inter-departmental duties as assigned.

REQUIRED SKILLS/ABILITIES

Technical Proficiency
- Proficient in Microsoft Office® 365 (Word, Excel, PowerPoint, Outlook, Teams).
- Familiarity with cloud-based Content Management Systems (CMS).
- Basic knowledge of Adobe® Creative Suite (InDesign, Illustrator) is preferred.
- Ability to troubleshoot basic computer and software issues.
- Proficient with internet use and various browsers.

Editorial Skills:
- Excellent editing and proofreading skills with a strong command of the English language.
- Familiarity with editorial style guides.
- Familiarity with AP Style and the Chicago Manual of Style.
- Ability to edit complex technical information for clarity and accuracy.
- Accurate typing skills.

Project Management Skills:
- Strong organizational and time-management abilities.
- Ability to manage multiple projects simultaneously and meet tight deadlines.
- Strong analytical and problem-solving skills.
- Ability to coordinate projects from concept to final product.

Communication and Interpersonal Skills:
- Excellent verbal and written communication skills.
- Ability to collaborate effectively with authors, SMEs, team members, and external stakeholders.
- Strong interpersonal and conflict-resolution skills.
- Ability to conduct training sessions for large groups.

Leadership Skills:
- Ability to serve as a proxy for the Director of Standards & Publications when necessary.
- Demonstrated initiative in improving processes and practices.
- Strong supervisory and leadership skills to guide and mentor junior staff.

Mathematical Skills:
- Ability to calculate figures and amounts such as discounts and percentages.

TRAVEL
0-5%

EDUCATION AND EXPERIENCE

Required:
- Minimum of a High School diploma or equivalent.
- Minimum of two (2) years of experience working with technical writing and editing.
- Proficiency with Microsoft Office 365 suite or related software.
- Excellent editing skills and knowledge of computers, including Windows® programs.
- Experience with electronic dissemination of information.

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Preferred:
- Bachelor's degree in English, Technical Communication, Journalism, Engineering, Information Technology, or a related field.
- Experience working with technical publications and understanding of technical content.
- Familiarity with accredited international standards publication requirements.
- Familiarity with Adobe Creative Suite (InDesign, Illustrator).
- Experience with associations or nonprofit organizations.

PHYSICAL REQUIREMENTS

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

The regular work schedule is 40.0 hours per week (Monday-Friday; daytime) and may require additional hours/overtime, as necessary. Must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus and ability to match or detect differences between colors, including shades of color and brightness. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use fingers and hands or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The work environment is as follows: professional office environment; the noise level in the work environment is usually moderate.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Problem-Solving – Identifies and resolves challenges in a timely manner; Develops alternative solutions; Works well in problem-solving situations; Uses reason even when dealing with emotional topics.

Leadership – Exhibits confidence in self and others; Inspires respect and trust; Accepts feedback from others; Displays passion and optimism.

Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness – Works within budget; Conserves organizational resources.

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Adaptability – Adapts to changes in the work environment; Manages priorities and competing demands; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

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Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation – Meets challenges with resourcefulness; Generates suggestions for improving work; Presents ideas and information in a manner that gets others' attention.

Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation – Sets and achieves challenging goals; Demonstrates persistence; Measures self against standard of excellence.

Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources when necessary; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration; Performs with integrity.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity – Meets or exceeds productivity standards; Completes work in a timely manner; Strives to increase productivity.