



<https://ancoreinc.com/job/technical-writer-editor/>

Technical Writer / Editor

Description

Ancore is seeking a Technical Writer / Editor to support enterprise data, documentation, and knowledge management initiatives within a government technology environment. The role involves creating, editing, organizing, and maintaining technical and operational documentation related to data governance, enterprise data warehouse (EDW) initiatives, operational procedures, and knowledge management programs.

The ideal candidate should have strong technical writing and editing skills, experience working with enterprise IT and data environments, and the ability to communicate complex technical concepts to both technical and non-technical audiences.

Responsibilities

- Develop, edit, and maintain technical and operational documentation, including Scopes of Work (SOWs), Standard Operating Procedures (SOPs) Technical Guidebooks, User Manuals, Training Materials, Administrative Reports and Knowledge Base Content.
- Collaborate with leadership, SMEs, and technical teams to gather information and create accurate documentation.
- Translate complex technical concepts, systems, processes, and workflows into user-friendly content.
- Ensure documentation complies with accessibility standards, plain language requirements, and organizational policies.
- Manage document repositories, version control, and knowledge management resources.
- Conduct research to ensure accurate technical terminology and industry-standard documentation.
- Support financial and administrative documentation activities as needed.
- Develop and maintain knowledge management resources such as: Wikis, FAQs, Best Practice Guides and Internal Documentation Repositories
- Create and maintain documentation supporting enterprise data and modernization initiatives.
- Develop technical guidebooks, architecture documentation, user manuals, data models, and integration process documentation for Enterprise Data Warehouse (EDW) environments.
- Document operational procedures related to: Data Ingestion, Data Processing Reporting Operations, Workflow Management and Operational Support Activities.

Qualifications

- Associate's degree in Technical Writing, Communications, Information Systems, Business, English, Computer Science, or a related field.
- 5+ years of experience in technical writing, editing, documentation management, or related communication roles.
- 2+ years of experience supporting government data programs, enterprise IT

Hiring organization

Ancore Inc

Employment Type

Contractor

Duration of employment

1 Year

Job Location

Remote,, USA

Working Hours

9AM to 5PM

Date posted

June 4, 2026

Valid through

05.07.2026

environments, or public sector technology initiatives.

- Experience creating and maintaining: Technical Documentation, SOPs, SOWs, User Guides, Training Materials and Knowledge Base Content.
- Strong understanding of: IT Concepts, Management Principles, Databases, Data Warehousing Concepts and Enterprise Technology Terminology.
- Excellent written and verbal communication skills.
- Strong proofreading, editing, organizational, analytical, and document management skills.
- Ability to manage multiple projects and collaborate with cross-functional teams.
- Writing samples must be available for interview consideration.

Education

- Associate's degree in Technical Writing, Communications, Information Systems, Business, English, Computer Science, or related field (Required).
- Bachelor's degree in a related field (Preferred).

Job Benefits

We offer more than just a job—we offer a community:

At Ancore, we provide exceptional benefits, including competitive Paid Time Off, comprehensive Medical, Dental, and Vision Insurance, and a robust 401(k) plan. But we don't stop there.

We invest in your potential:

Every member receives a dedicated stipend to pursue professional development—be it certifications, a master's degree, or even a doctorate. We encourage growth through flexible learning options, whether you're taking a course, earning a certification, or attending a conference. Curiosity is celebrated here, and continuous learning is a cornerstone of our culture.

We work hard—and make time for joy:

Ancore, fun isn't an afterthought. From virtual and in-person events like happy hours, holiday parties, and wellness challenges to annual celebrations and charity galas, we believe in fostering connection, creativity, and community spirit.

Diversity is our strength:

As an Affirmative Action/Equal Opportunity employer, Ancore makes all employment decisions based on merit, qualifications, and business needs—never on personal attributes or backgrounds. Everyone deserves a workplace where they feel valued and respected.

Access for all:

We are committed to inclusion and providing reasonable accommodation to ensure all qualified individuals with disabilities can thrive in their roles.