



Do you want to join a team that values Service, Collaboration and Excellence?

Do you want to work with an organization that is committed to serving its customers and community by providing clean, reliable, and affordable energy to Long Island and the Rockaways?

Is being part of a value-driven organization important to you?

If yes, please check us out!

Who We Are

We are a team of motivated, engaged, and exceptionally talented self-starters, willing to roll up our sleeves and do what is necessary to get the job done. If you are interested in joining this dynamic team and have a passion to learn, develop, and want your experience to make an immediate impact, please apply.

To find out more about us, please visit our website www.lipower.org

What We Offer

We offer an environment of continuous development and growth. LIPA offers a thriving company culture, exceptional colleagues, and great benefits. Our benefits package includes:

- ❖ Hybrid work and flexible hours
- ❖ Excellent Medical insurance
- ❖ No Cost Dental and Vision insurance to employee
- ❖ Paid holidays and generous leave time
- ❖ Professional development opportunities
- ❖ Educational assistance opportunities
- ❖ Multiple retirement plan options with company contribution
- ❖ Short-term and long-term disability coverage
- ❖ Flexible spending account
- ❖ Life Insurance
- ❖ 529 College Savings Program
- ❖ \$300 Wellness Reimbursement

What We Need

- ❖ Bachelor's degree in English or Journalism with at least five (5) years of experience and knowledge in technical writing, editing, journalism, and/or communications.

LIPA's Corporate Values

Service: Our work is service. Everything we do is for the benefit of our customers.

Collaboration: Operate as one LIPA team. Everyone is included.

Excellence: One plan, with relentless implementation. Clear performance goals.

What You'll Do At LIPA

The Technical Writer works cross-functionally to support the organization, writing a variety of highly technical, high-quality reports and materials to support LIPA's purpose, strategic goals, and initiatives.

Other Essential Job Functions include:

- ❖ Research, write, and produce documentation including, but not limited to, technical reports, fact sheets, white papers, grant concept papers, grant applications, and website copy
- ❖ Take ownership of the writing needs across the organization, building relationships with interdisciplinary colleagues company-wide to liaise, collect, and interpret technical data or information for publication
- ❖ Edits and/or rewrites various sources of information into a clear, accurate, and uniform style for established standards and language appropriate for the intended audience
- ❖ Shift seamlessly between writing precise technical documentation, and the ability to write and explain complex utility topics for laypersons
- ❖ Present documentation for review, incorporate feedback, and make updates as necessary
- ❖ Gain technical knowledge of various subject matters to suggest content changes to improve document usage and readability
- ❖ Generate creative ideas to evolve our styles, processes, and tools
- ❖ Ability to visualize, communicate, and create diagrams for abstract concepts and processes
- ❖ Copyedit and proofread initial and final drafts for adherence to the style guide and for consistency of style, format, terminology, uniformity, and editorial standards. Also reviews for possible inconsistencies and makes corrections as needed
- ❖ Assist in preparing other company communications and PowerPoint presentations with technical knowledge
- ❖ Manage a high volume of work and projects to keep pace with shifting release schedules and business priorities
- ❖ Exceptional verbal, communication, and writing skills with strong detail to spelling, grammar, and style guidelines
- ❖ Write on technical issues, explaining them clearly, accurately, and succinctly
- ❖ Willing to align pace with that of organizational needs
- ❖ Enthusiastic, proactive, eager to learn and share ideas, and willing to take on new challenges
- ❖ Work independently but confident enough to ask for guidance and input when needed
- ❖ Maintain confidentiality of information
- ❖ Exceptional time management, organizational, and project management skills to communicate across multiple departments, handle multiple projects simultaneously, execute tasks with accuracy and efficiency, and meet deadlines
- ❖ Ability to work effectively in a constantly changing and sometimes ambiguous environment, make decisions quickly, manage simultaneous projects, and work with many departments
- ❖ Familiar with collaboration and virtual communication and project management tools (e.g., Microsoft Office/Teams, Zoom, Smartsheet)

Salary Range: \$ 81,000 - \$95,000

LIPA is an equal-opportunity employer.

Applying: Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Vice President of Human Resources and Administration, at 2024technicalwriter@lipower.org

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