

Critical Hub Networks, Inc. is seeking qualified candidates for the Puerto Rico Bridge Initiative (PRBI), a project funded by the U.S. Department of Commerce under the American Reinvestment and Recovery Act of 2009 (ARRA). We are currently seeking candidates for the following position:

Job Title: Communications Editor (English/Spanish)

Department: PRBI

Announcement Number: PRBI-570-012

Job Summary:

The Communications Editor will be responsible for writing, editing, and/or reviewing articles, technical product documentation, marketing materials, website content, press releases, publications and other communications pieces in both English & Spanish.

Responsibilities:

- Development of content for marketing materials
- Documentation of technical product specifications
- Creation of monthly newsletters
- Creation and submission of press releases and news articles
- Participate in the creation of web pages, software programs and interfaces, online images and marketing efforts.
- Plans, coordinates, and participates in outreach programs.
- Creates outreach materials, presentations, documentation, proposals, reports and other marketing information.
- Works to achieve the goals of the PRBI project
- Performs other duties as required

Requirements:

- Creative, open-minded and ability to work with constructive criticism
- Ability to build working relationships with key stake holders at various levels within the organization.
- Proven history of documenting projects and processes.
- Ability to independently research assignments and write clear and concise content as required for each assignment.
- Write and edits print, electronic, visual and web-based communications
- Work in collaboration with sales, marketing, project managers, graphic artists and end users
- Ensure all works follow editorial policies and standards
- Ability to work well independently and in a team environment
- Ability to handle multiple tasks, prioritize and meet deadlines.
- Bilingual (English/Spanish). Excellent written and verbal communication skills.
- Team player with strong desire to assist and share knowledge

Key Requirements:

Educational Requirements: Bachelor's Degree from four year college/university is required. 2+ years previous experience in marketing, journalism, technical writing or related field preferred.

Applications will be accepted from U. S. Citizens. Must be fluent in English and Spanish - orally and in writing.

Duty Location: Based in San Juan, Puerto Rico.

Please send a cover letter, resume, salary history and relevant candidate support including writing samples, letters of recommendation, transcript and/or copy of degree, professional certifications via email in PDF format.

Critical Hub Networks, Inc. is an Equal Opportunity Employer