**SSR2 Technical Writer**

**Key Responsibilities**

* Assisting ICANN’s second Security, Stability, and Resiliency (SSR2) Review Team in drafting its draft and final reports, as directed by the Team.
* Consulting with SSR2 Review Team leadership, SSR2 Review Team members and, as needed, ICANN staff and others, through email and participation in calls and in-person meetings.
* Summarizing and synthesizing Team discussions and notes into draft text, applying proposed text, tracking approval status, maintaining version control and consistent voice, and applying agreed edits.
* Tracking and assisting with report-related deliverables and report development schedules.
* Confirming sources, references, citations and report-related content.
* Copy editing for grammar, terminology consistency, clarity, and accessibility to a global audience, whilst ensuring that the semantics of text agreed by the SSR2 Review Team are not altered.
* See Team work plan for current report delivery scheduled [add link]

**Required Skills & Qualifications**

|  |
| --- |
| * Excellent speaking, writing and editing skills in English (American English and Associated Press Style are the ICANN standards).
* Writing content of various lengths, from short paragraphs to longer reports of 50+ pages (writing samples required).
* Proficiency in Microsoft Office products.
* Working independently and coordinating with team members via online tools.
* Writing for technical and non-technical audiences, and simplifying technical language for non-technical audiences.
* Excellent listening, collaboration, interpersonal, and team work skills.
* General understanding of the Internet functions, ICANN technical ecosystem, and Internet security and stability issues.
* Ability to quickly grasp technical concepts, particularly related to the operation of the Internet.
* Sound judgment and tact when interacting with various stakeholders.
* Multitasking abilities.
* Setting and meeting tight project deadlines.
 |

* Minimum five years of experience writing, editing, and publishing content for private or public-sector organizations.
* Bachelor’s Degree in applicable field.