



Employment Opportunity for: Technical Writer

Position Purpose

The Technical Writer for the Michigan Health Information Network Shared Services (MiHIN) assists various departments with creation, editing and updates to a variety of documents including but not limited to: legal agreements, white papers and reports, technical specifications and implementation guides, business value cases, customer case studies, and PowerPoint presentations.

The Technical Writer has a strong eye for detail and ensures documents stay consistent across the organization. This position is responsible for translating technical language from various sources into content that everyday people can quickly grasp.

The ideal candidate is proficient in both technical and creative writing. The writer may also assist with press releases, promotional writing, and other external outreach tasks as required.

Essential Functions and Basic Duties

- Writes copy and develops content for various documents to meet strategic objectives
- Explains complex legal and technical ideas in simple language
- Studies and understands drawings, specifications and technical diagrams to ensure consistency and clarity for internal and external viewers
- Assists in generating PowerPoint slides supporting projects and services
- Creates user documentation for a variety of material, including implementation guides, onboarding presentations and FAQs
- Ensures technical verbiage is easy to understand by the layperson
- Gathers information on subjects from external sources such as libraries and the Internet to ensure company documentation is current
- Prepares charts, graphs, or forms to go along with rough drafts
- Adjusts copy to match corporate style
- Proofreads for grammar and spelling to match corporate style
- Manages multiple projects in a fast-paced environment
- Ensures content is proofed and edited prior to external presentation, and again before final uploading to live sites or other interactive properties
- Assists in writing marketing and public relations plans and proposals as needed
- Assists in training and mentoring junior employees to aid in their growth within the company
- Converts complex processes and technical data into clear and concise copy
- Other duties as assigned

Required Qualifications

- Bachelor's degree in English, journalism, technical writing, library science or related field is preferred



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- Minimum of 5+ years' experience in a similar role
- Excellent written and oral communication skills, well-developed problem-solving skills, and a fine eye for detail
- Proficient at marketing and technical writing
- Must have strong knowledge of Chicago writing style
- Strong analytical, interpersonal, verbal and written communication skills to accurately document, report, interpret and explain complex information
- Ability to communicate and interface effectively with all levels of personnel, including management, customers and vendors
- Excellent spelling, punctuation, proofreading and grammatical skills
- Strong computer skills, including but not limited to Microsoft Outlook, Word, Excel and PowerPoint
- Strong organization skills and ability to establish priorities
- Ability to work both independently and in a team environment is essential
- High degree of discretion, full awareness of, and sensitivity to all Intellectual Property matters, documents and communications
- Energy, enthusiasm, and drive to continually and proactively manage workload

Desired Qualifications

- Ability to grasp new concepts quickly
- Ability to maintain confidentiality of sensitive information
- Ability to identify issues, solve and respond to routine problems or situations that require interpretation
- Willingness and initiative to juggle a number of tasks within a set of deadlines using a high level of mental effort while producing a high volume of information
- General working knowledge of Intellectual Property transactions (relative to trademarks, agreements and patents)

Position Reports to: Director of Marketing and Communications

Supervisory Role: This position may manage other employees or contractors

Job Location: East Lansing, MI

What is MiHIN?

MiHIN is Michigan's state-designated entity to improve health care quality, efficiency, and patient safety by sharing electronic health information statewide, helping reduce costs for patients, providers, and payers. MiHIN is a non-profit, public-private collaboration that includes stakeholders from the State of Michigan, health information exchanges that serve Michigan, health systems and providers, health plans/payers, pharmacies, and the Governor's Health Information Technology Commission.



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Our Culture:

MiHIN provides a stimulating, high-energy environment for a wide variety of talented people who are making a positive improvement in healthcare. We're working to build a healthier future for the state of Michigan, and we are always looking for motivated, bright, efficient professionals and interns to help advance our goals for sharing health information in ways that reduce costs and improve outcomes.

Our Benefits:

MiHIN's health benefits are incredibly generous and quite rare in today's job market. At this time our employees realize little to no out-of-pocket expenses for excellent coverage. MiHIN covers 100% of the cost of premiums so there are no deductions from paychecks for insurance. MiHIN may also contribute to a Health Savings Account, known as an HSA, to cover the full or partial amount of the annual health insurance deductible. That means MiHIN currently covers the cost of premiums *and* the full or partial cost of the health insurance deductible, to minimize or completely eliminate employee out-of-pocket expenses.

Application Instructions

- Please email cover letter, resume, and three full references to jobs@mihin.org for consideration
- Review will begin immediately as qualified candidate applications are received and will continue until the position is filled

Notice

MiHIN does not discriminate in employment against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight. Applicants must be legally permitted to work in the United States and have the ability to pass a background and history check in keeping with federal and state regulations.