

## Job Description

### Technical Communications Specialist

Are you a creative thinker, writer, and innovator? Do you enjoy learning about new technologies? Do you enjoy communicating and telling captivating stories that influence the way others think? This is your opportunity to weave your creative and technical sides, learn to do things differently, and grow a long, prosperous career.

SPHERE is looking for a Technical Communications Specialist who can support our mission of enabling successful communication through effective content. We're looking for a high-energy writer to help us continue to drive innovation through our unique messaging and branding. We're seeking someone with a passion for writing and technology that can help create, edit, and organize highly technical information and turn it into compelling and useful content for internal and external audiences. This role builds content in various media to engage with SPHERE's target audience, clearly communicate the SPHERE vision and value, and create an imperative to action. When you join SPHERE, you'll be part of a uniquely collaborative organization comprised of highly intelligent and driven individuals who have a passion for building something new. You'll have an opportunity to make a real impact on the organization and have fun while doing it. This is a hybrid position reporting to the Sr. Director of Marketing of a growing Cybersecurity organization. If you are a self-starter who enjoys problem solving, collaborating, and thrives in a fast-moving, ever-changing startup environment, then read on!

#### Essential Functions:

- Work with Marketing and Sales teams to write and edit engaging content including, but not limited to brochures, data sheets, whitepapers, case studies, blog posts, presentations, and podcasts.
- Work with a diverse group of collaborators across Product Development, Project Management, Sales, HR, etc. to author and manage the distribution of both internal and external content including generating ideas for visual design.
- Demonstrate high proficiency in editing, formatting, and managing documentation.
- Create and manage editorial calendar with defined goals, priorities, and deadlines for content.
- Ensure consistency, clarity, and quality in and across all documentation.
- Work with Marketing team to establish and execute on content distribution plans.
- Work closely with Sales to gain input on customer-facing needs including presentations and customer advocacy initiatives.
- Support Marketing team with other key initiatives, as needed, including event planning, website and social media updates, branding, and internal communication projects.



- Adhere to and enforce brand identity systems—including SPHERE’s typography, photography, colors, and more—to build brand awareness among prospects and customers.

## Requirements:

- Bachelor's degree in Marketing, Communications, Journalism, or similar study desired. Master’s degree preferred. Engineering or technical degrees a plus.
- Outstanding communication and writing skills with a keen ability to translate complex technical information into intuitive content and materials.
- Over three years’ full-time, professional experience writing documentation and other forms of technical content focused on communication to varied audiences.
- Excellent problem solving and analytical skills with an aptitude for learning new technologies.
- Highly Proficient with MS Office products, particularly Word and PowerPoint.
- Proficient with Adobe Creative Cloud suite of products, particularly In Design, Illustrator, and Photoshop.
- Knowledge of CRM and Marketing Automation tools, particularly HubSpot, and creating content for marketing sales campaigns preferred.
- Familiarity with demand generation tactics and utilities (LinkedIn, AdWords, etc.), as well as social media best practices a plus.
- Graphic and video design experience a plus.
- Website design, especially WordPress experience a plus.
- Work with high levels of integrity and resourcefulness with a strong attention to detail.
- Sense of humor.
- Excellent organizational skills, including ability to successfully adapt and re-prioritize in a fast-paced environment.

## To Apply

Send your resume to [careers@sphereco.com](mailto:careers@sphereco.com)

Note: a writing sample may be required