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## ABOUT DEFCON AI

DEFCON AI is a modeling, simulation, and analysis (MS&A) company building cutting-edge technology solutions for generating operationally relevant insights for the next generation of logistics and mobility decision making. With both defense and commercial applications, DEFCON's next driving force in defining how logistics disruptions are handled. DEFCON is a Red Cell Incubation.

## ABOUT RED CELL

Red Cell Partners is an incubation firm building rapidly-scalable technology-led companies that are bringing revolutionary advancements to market in healthcare and national security. United by a shared sense of duty and deep belief in the power of innovation, Red Cell is developing powerful tools and solutions to address our Nation's most pressing problems.

## WE ARE HIRING A

# TECHNICAL WRITER

Red Cell is looking to hire an experienced full-time technical writer for its incubation – DEFCON AI.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborate with engineering technical leads, business development, and product teams to develop internal and external deliverables describing software and product capabilities, as well as business initiatives
- Translate complex topics into deliverables understood by broader audiences; adjust tone and technical terms for the intended audience of the deliverable
- Work with marketing teams to ensure accurate technical messaging to external audiences
- Work with team to draft and review various technical requirements documents, technical progress reports, technical slide decks operational procedures, plans, action reports, and meeting minutes
- Proofread drafts and final documents for typographical and grammatical errors
- Analyze documents to maintain continuity and consistency of style and content of all created communications
- Create slide decks with visuals to facilitate ease of understanding for internal and external audiences





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- Interview subject matter experts, gather information, and transpose complicated ideas in a clear and informative manner
  - Develop technical documents and/or presentations for topics such as business requirements, system specifications, system releases, user manuals, training, presentations, and standard operating procedures
  - Ensure all documents meet editorial and government specifications and adhere to defined customer and project standards for quality, graphics, coverage, format, and style
  - Work with technical leads to create technical blog posts and thought pieces around the company technology and problem sets
  - Draft white papers and abstracts for government and client engagement

## QUALIFICATIONS:

- A Bachelor's degree (B.S.) with 2-4 years of experience or advanced degree (MS or PhD) with 1-2 years of experience
- 2-4 years of relevant experience performing technical writing and communications
- Prior Department of Defense experience preferred
- Able to obtain and maintain a security clearance
- Excellent written and verbal communication skills
- Strong critical thinking, analytic, and problem-solving skills
- Ability to learn and process new concepts quickly
- Ability to work independently and assume responsibility
- Ability to successfully manage multiple projects and meet deadlines in a fast-paced, remote-first environment
- Proven ability to work collaboratively in cross-functional teams and to manage upward communication across multiple stakeholders
- Advanced ability and experience preparing clear, concise, and accurate reports, documents, data entries, and other written materials
- Excellent verbal and written communication skills (including presentation development) with customers, end-users, and team members





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## BENEFITS

- Remote-First Work Policy
- Unlimited PTO
- Employer paid Medical/Dental/Vision Plan
- Employer paid Life and AD&D Plan
- Personal development budget for employees
- Great culture!

Red Cell is an Equal Opportunity Employer: You'll receive consideration for employment without regard to race, sex, color, religion, sexual orientation, gender identity, national origin, protected veteran status, or on the basis of disability.

Apply at [lea@redcellpartners.com](mailto:lea@redcellpartners.com) with the role you are applying for in the subject line.

