



## Vacancy Announcement

<b>Position Title</b>	<b>On-call Writer/Editor</b>
<b>Position Type</b>	Intermittent, on-call, contract position (1099)
<b>Salary</b>	\$35 - \$45 per hour, depending on qualifications

### JOB DESCRIPTION

J&M Global Solutions ([www.j-mglobal.com](http://www.j-mglobal.com)) is seeking supplementary staff and surge personnel (temporary (1099) employees) available to support the development of written reports, presentations, white papers, etc. This position will require the team member to quickly turn-around high-quality materials while synthesizing and integrating input from a wide range of contributors and sources and presenting the final product in a clearly understandable format. Flexibility will be required as a variety of pre-established templates may be used. All materials will need to meet 508 accessibility standards.

### QUALIFICATIONS

**Required:** Bachelor's degree and a minimum of 3 years' related experience. Ability to perform a wide range of design development, technical editing, and word processing, including graphics, websites, and spreadsheets. Proficient in Microsoft Office and Adobe software, excellent communication skills, and ability to coordinate and prioritize requirements. Ability to work in a team environment and willingness to step in and support colleagues with a variety of tasks. Understanding of accessibility requirements (508).

**Desired:** Master's degree and 5 years of related experience. Experience working emergency management of public health field. Proficiency in Spanish.

### TO APPLY

Please send your resume; a short writing sample that would be applicable as part of a executive-level briefing packet; and a cover letter summarizing your experience, areas of interest, language skills, and contact information for two professional references to [hr@j-mglobal.com](mailto:hr@j-mglobal.com). Please include Writer/Editor in the subject line.

### ABOUT J&M

J&M is a small, dynamic firm that values its clients and its employees. J&M provides its employees with exciting opportunities to work with a variety of clients on projects that are both challenging and rewarding. J&M has extensive experience in homeland security and emergency management; however, our services and capabilities extend to all mission-oriented government

agencies and businesses seeking to improve operations and gain efficiencies in a competitive economy. More information can be found on our website at <http://www.j-mglobal.com>.