



Point Seven Group

Technical Writer Job Description			
Department	Technical Writer	Reports To	VP of Consulting
Location	2600 West 29th Avenue, Suite A Denver, CO 80211	FLSA Status	Subcontractor
Compensation	B.O.E.	Start Date	IMMEDIATE

Point Seven Group

Point Seven Group (Point7) is a global management consulting firm dedicated to the commercial cannabis industry. Our world-class team represents more than 37 years of industry experience spanning dispensary design and operations, cultivation and manufacturing and has supported more than 100 clients across 56 regulated markets worldwide.

We've developed a seven-phase service offering incorporating specific, compliant and proven best practices. We create a custom strategy and roadmap for each client, delivered with high-touch service to ensure that our clients hit every milestone, in every market, every time.

Summary:

The national cannabis industry is increasingly competitive, and industry business license application processes can involve meticulous planning and extensive drafted narratives describing the policies, procedures, and business plans of a proposed cannabis business. Point7 helps clients navigate this complicated licensing process by advising those groups in licensing strategy and drafting application material. Point7 is looking for a Technical Writer that will help our team create clear, concise drafted material that gives our clients the best chance of being awarded licensure throughout the United States and beyond.

The Technical Writer reports to the COO and is responsible for executing on a variety of writing and office tasks that ensure smooth day-to-day operations. The Technical Writer will ensure quality written materials, including drafting, editing, scheduling meetings, and organizing data and documents. The Technical Writer will complete activities across all phases of content creation as dictated by supervisors.

Essential Duties and Responsibilities:

- Write and edit applications for business license applications, policies, processes, and procedures;
- Read and thoroughly comprehend state and local regulations, legal code, and application requirements to integrate to written material;
- Coordination with subject matter experts to support team objectives, accuracy of manuals/plans, and written content;
- Conduct research and subject matter expert interviews to draft content;
- Conduct peer edits as necessary;
- Legal and industry research;
- Coordinate projects with project managers; and
- A number of other tasks that benefit clients start and fine tune their cannabis business.

Supervisory Responsibilities:

- No direct reports.

Knowledge, Skills and Abilities Required:

- Bachelor's degree from an accredited university in an applicable field
- 1+ year of professional writing experience, including applications, RFP proposals, business plans, and/or SOPs;
- Excellent written and verbal communication skills;
- Ability to communicate technical information to non-technical audiences;
- Proficiency in G Suite including Google Docs, Sheets, Calendar, Drive, and Slides;
- Strong writing and research skills;
- Ability to prioritize and manage multiple ongoing projects within in a deadline-driven environment; and
- Must be a highly motivated, detail-oriented self-starter with a well-developed work ethic and tremendous resourcefulness

Preferred Qualifications

- Demonstrated experience writing winning cannabis license applications;
- Law degree, or professional experience conducting legal research that is developed into written content;
- 1-2 years professional experience of federal grant writing or drafting responses to RFPs; and
- In-depth knowledge of the cannabis industry

Physical Requirements:

- Standing and moving for 2-3 hours at a time
- Long periods of prolonged sitting and standing
- Long periods of prolonged use of office equipment including computers and phones
- Requires normal range of hearing and manual dexterity sufficient to operate a computer
- May require lifting up to 25 pounds occasionally

Work Environment:

- Similar to a busy office
- Constant interaction with internal and external stakeholders

Disclaimer:

This job description is not meant to be all-inclusive of every duty and responsibility that will be required of an intern in this position. Intern(s) will be held responsible for all duties as assigned.

Employee Signature

Date