Willamette Cultural Resources Associates, Ltd. (WillametteCRA) is a full-service cultural resource management firm with offices in Portland, Seattle, and Tacoma. Our archaeologists, architectural historians, and ethnographers prepare technical reports, permit applications, and consultation documents that state and federal agencies and Tribes use to make decisions about cultural resources.

We are hiring a full-time Technical Editor. The Technical Editor is responsible for the editorial quality of our documents. This includes maintaining editing standards, improving our templates and tools, and making sure each document is accurate, clear, and consistent before it goes to a client or agency. We are looking for an experienced editor who will strengthen our editing program.

Position Details

- Location: Portland, Seattle, or Tacoma (hybrid work is possible)
- Type: Full-time, with a flexible schedule built around project deadlines
- Pay: $73,000 to $95,000 per year, based on experience

Working at WillametteCRA

- Flexible schedule: You must coordinate with other staff during normal business hours and meet project deadlines.
- Macro-managing, supportive company leadership: Supervisors set clear expectations, provide the resources to meet them, and trust staff to manage their own work.
- Work-life balance: Our staff are passionate about their work while still prioritizing their personal lives.
- Editorial ownership: Your editorial judgment shapes how our documents are written and presented. WillametteCRA prides itself on high-quality detailed work, and the accuracy and presentation of our reports should reflect that standard.

Responsibilities

- Edit technical reports, proposals, permit applications, resource forms, monitoring plans, and Tribal correspondence at every level, from structure, flow, and voice to copyediting and proofreading
- Serve as the final quality check before release, and return documents to authors with clear, specific revisions when needed
- Format and assemble final documents, including tables of contents, lists of figures and tables, appendixes, and submittal-ready PDFs

- Check each document for internal consistency: reconcile counts, artifact numbers, and measurements across text, tables, and figures; confirm that tables and figures are numbered and cited in order; flag statements that conflict with each other or with the maps and data they describe; identify inconsistencies of voice due to multiple authors
- Make global changes across long documents accurately
- Apply the WillametteCRA style guide, the Chicago Manual of Style, and Society for American Archaeology (SAA) citation style; occasionally apply a project-specific style guide
- Maintain and improve company document templates and the company style guide
- Manage the company Zotero reference database and archive final reports
- Submit reports, forms, and data to the Oregon State Historic Preservation Office and the Washington Department of Archaeology and Historic Preservation, and prepare permit applications, Tribal notification letters, and transmittal letters
- Provide feedback to writers and lead occasional writing workshops
- Communicate regularly with field staff, project managers, and principals, and with agency and Tribal contacts as needed
- Maintain confidential and sensitive information

Required Qualifications

- At least three years of professional technical editing experience, including both substantive editing and copyediting
- Demonstrated ability to reconcile numbers, tables, figures, and cross-references across long, data-heavy documents
- Advanced Microsoft Word skills, including styles, section breaks, captions, cross-references, and template design
- Experience preparing and editing PDFs in Adobe Acrobat Pro
- Proficiency with Microsoft Excel, Outlook, and Teams, and Google Calendar
- Working knowledge of the Chicago Manual of Style or a comparable style manual
- Strong written and verbal communication skills, including giving clear, direct feedback to writers at all levels

Preferred Qualifications

- Bachelor’s degree in English, journalism, technical communication, or a related field
- Experience developing or improving editing processes, document templates, or style guides
- Experience with Zotero or another reference manager
- Experience with regulatory or agency submittals
- Experience in cultural resource management, environmental consulting, or a related field
- Training will be provided on agency submittal systems and procedures.

Compensation and Benefits

The starting pay for this full-time position is approximately $73,000 to $95,000 per year (approximately $35 to $45 per hour), depending on experience and qualifications. WillametteCRA offers comprehensive benefits to all full-time employees, including medical, dental, and vision plans; a 401(k); paid time off; holiday pay; flexible spending plans; and professional development support.

WillametteCRA provides a workplace that emphasizes professional growth for our staff regardless of position and sharing knowledge and practical experience with on-the-job opportunities. We support our staff with their professional development goals including conference attendance, certification pursuits, and other educational opportunities.

Equal Opportunity

We prioritize meeting people where they are rather than perpetuating the gatekeeping of the status quo. We value diversity of experiences and want our people to represent the vast spectrum of our societies. We invite applications from people who are often excluded. WillametteCRA is an equal opportunity employer and does not discriminate on the basis of race, color, sex, national origin, religion, age, marital status, sexual orientation, gender identity, disability status, veteran status, genetics, or any other class protected by federal, state, or local laws.

How to Apply

Please email a resume and cover letter to careers@willamettecra.com with “Technical Editor” in the subject line. All applications received before 8:00 AM on November 23 will receive full consideration. In your cover letter, please describe an editing process, template, or standard you developed or improved and its results. Applications will be reviewed as they are received. Finalists will be asked to complete a paid editing exercise before interviews.