

## Job Description

### Technical Writer – Contract Position

#### Summary

This position will be of interest to a candidate who has a technical interest in the Canadian energy industry, specifically the natural gas liquid sector. The candidate will work under the supervision of a senior energy technical training consultant. A Toronto (or surrounding area) based applicant is preferred.

The technical writer will assist in the writing, editing, updating and organization of high quality documentation that contributes to the overall success of training workbooks and collateral materials for the Canadian Propane Association's, Propane Training Institute.

The successful candidate will be expected to meet tight deadlines and to work out of their home office with minimal supervision. The necessary safety codes and regulatory resources will be supplied for the duration of the contract. There will also be opportunities to attend industry and regulatory meetings for the purposes of completing assignments.

#### Organization

The Canadian Propane Association (CPA) is the national association for Canada's propane industry, representing over 400 member companies in every region of the country. The CPA's mission is to champion propane and the propane industry in Canada, and to facilitate best practices, safety and a favourable business environment, through advocacy, training and emergency response. The CPA is based in Ottawa, including an office in Calgary. Directors of Government Relations are based in Ontario, Alberta and New Brunswick.

As part of its key services, CPA maintains over 30 training courses through its Propane Training Institute (PTI). PTI courses are recognized across Canada and have been designed to provide instruction on the safe handling of propane and propane-powered equipment. PTI works continuously with authorities, regulators, and specialists to ensure federal and local requirements are met, and certifies over 30,000 students annually.

#### Term

This is a short-term contract for up to six months and potentially renewable for an additional three-month term.

#### Qualifications

- Must have an excellent command of the English language both written and oral.
- Must have knowledge of Codes and Standards
- Possessing fluent French competency will be considered an asset.
- Must have a thorough knowledge of technical writing concepts and techniques, which includes writing clear, concise and simple sentences to explain difficult concepts.

- Engineering, technical and writing background.
- Demonstrated interest in technical training.

### **Job Requirements**

- Ensure technical verbiage is easy to understand for both technical and non-technical readers.
- Produce high caliber course material and exams that meet Propane Training Institute standards and guidelines so that a common look and feel is maintained to all documentation updated or developed.
- Demonstrated knowledge of Microsoft Office, including Word, Outlook, Excel and PowerPoint as a minimum.
- Knowledge of imaging software would be considered an asset.
- Positive attitude.
- Self-starter and able to navigate through Canadian Codes and Standards, Provincial Regulations and training competency standards.
- Ability to work independently and under pressure created by deadlines.
- University or technical institute degree majoring in technical writing/translation or equivalent experience is preferred.

Contact: George Olah at [georgeolah@propane.ca](mailto:georgeolah@propane.ca) by **Thursday, July 27, 2017**.