



Strategic Partnerships, Inc.

DATABASE WRITER - INTERN

Position Specifications

ABOUT SPI

Strategic Partnerships, Inc. (SPI) is a full-service, public-sector focused, consulting and research firm based in Austin, Texas. SPI specializes in government procurement consulting, governmental affairs services and customized research. SPI is recognized as a pioneer in the business of partnering public and private entities for commercial purposes. To learn more about SPI, please visit: www.spartnerships.com.

JOB RESPONSIBILITIES

- Work with Director of Operations, consultants and researchers to produce and maintain world-class documentation, including: User Guides, Integration Guides, API Developer Guides, In platform documentation (tooltips, welcome instructions, etc.).
- Redesign database to allow for enterprise search and documentation retrieval.
- Build and maintain client aids that go beyond traditional documentation.
- Learn complex concepts and communicate the information in a way that is engaging and understood by users.
- Gather customer feedback on documentation to improve usability.
- Perform all other duties as assigned.

PREFERRED TRAITS AND EDUCATION

- Computer science undergraduate or graduate student.
- Proficient in database design.
- Experience working with the following tools preferred: Confluence/JIRA, Git & Github, HTML, CSS, JavaScript, Python, Intercom, Mixpanel and SQL.
- SaaS experience is preferred.
- Strong written and verbal communications and experience working with content in multiple mediums.
- Experience working cross-departmentally.
- Strong experience owning an end-to-end documentation creation process.
- Excellent attention to detail and the ability to prioritize and work on multiple projects in a fast-paced, changing environment.
- A positive attitude, willing to jump in and tackle new challenges.

HOW TO APPLY

Please e-mail a brief cover letter describing your interest in the position and résumé to lmatisi@spartnerships.com. In the subject field of your email, please write: Database Writer - Intern.