SPIDR Tech

My name is Elon Kaiserman and I am the COO of SPIDR Tech. We are a VC backed startup made up of software engineers and former police officers building technology that automates customer service and citizen communication for police departments.

*We are seeking an outstanding student aspiring to become a technical writer to work in a hands-on, paid internship. The Technical Writer - Software Engineering Intern will work with our product and engineering teams to generate internal and customer-facing documentation. Our internships are ideal for individuals looking to learn more about how to build a successful enterprise SaaS product, the architectural and engineering concerns involved in doing so, the inner workings of a growing GovTech startup, and software development in general. We are looking for people who take pride in their work and have the energy and desire to make a significant impact.*

Responsibilities and Duties

- *Research and transform complex technical concepts, specifications, and procedures into user-oriented information for non-technical and technical audiences*

- *Analyze and document architectural decisions, processes, database schema, API endpoints, and existing codebases*

- *Ensure technical documentation is accurate, complete, and meets editorial standards for spelling, grammar, paragraph structure, document formatting, and defining technical requirements in written format*

- *Evaluate existing documentation for adherence to standards and recommend changes*

- *Track and fix documentation deficiencies*

- *Research and improve upon the processes and tools involved in producing documentation*

- *Perform other additional duties as assigned or required*

Qualifications and Skills
*Ability to effectively analyze and resolve problems - assess a situation, gather data, analyze the data, propose a solution*

*Ability to effectively present information in written, verbal, and presentation form*

*Ability to work both individually and as part of a cross-functional team*

*Excellent grammar, clerical, and proofreading skills*

*Excellent organizational, planning, and follow-up skills*

*Strong verbal, written, and interpersonal communication skills*

*Self-motivated*

*Software engineering bootcamp graduate or actively enrolled in a bachelor’s or master’s degree program focused on Software Engineering, Computer Science, English, Journalism, or other major with technical writing emphasis*