

ATTACHMENT ONE

Job ID: VES002

Posted: 11/20/2014

Application Deadline: 11/28/2014



Systems Engineering/Technical Writing Internship

Job Summary:

The Earthrise Space Foundation is looking for a self-starting talented individual for an opportunity in simulation and graphic design.

Rate: \$12.00

Hours per week: 20 hours

Candidates should be able to work with minimal supervision and be proactive about seeking assistance with problems.

Essential Duties and Responsibilities:

- C, C++ documentation
- Will work on software documentation (System Requirements Specification)
- Will also work on user manuals for software applications
- Excellent written communication skills
- This position is subject to change at the discretion of management and additional duties may be applied.
- Regularly shows up to work on time according to the established schedule.
- Comply with ITAR and EAR

Education and/or Experience:

- Must have approximately 2 years of technical writing experience or equivalent.
- Must be at least a junior in an accredited college.

Requirements:

- Must be a U.S. citizen.
- Must have experience using Adobe Acrobat.
- Excellent analytical and math skills, with the ability to work in teams.
- Must have strong work ethics and safety awareness.
- Proficient in Microsoft Word, Excel, PowerPoint, and knowledgeable of OneNote.

About the Company:

Earthrise Space Foundation (ESF) is a Florida-based 501(c)(3) non-profit corporation dedicated to developing space technology in collaboration with industry and academic institutions. The main focus is to create technologies for commercial space transportation systems that focus on landing and operating on the lunar surface and other astronomical bodies, through low cost off-the-shelf reliable commercial space products, and support services. ESF efforts involve professionals from the aerospace industry working with aspiring engineers through challenging ventures, providing them with hands-on experience to prepare them for future employment in the entrepreneurial space & technical industry.

ESF Facility Location:

3251 Progress Drive
Suite D, Room 205
Orlando, FL 32826

Please send an email to internships@earthrise-space.org with the following subject: *Systems Engineering/Technical Writing Internship – (Your Name Here)*. Email should include one PDF of your resume. You will be notified by the Hiring Manager via email if you have been selected to come in for an interview.