



Business Continuity Technical Writer

Come join Asfalisis Advisors to make a difference!

Who we are

Asfalisis Advisors is a professional services training and advisory company specializing in crisis management and business resilience. Our purpose is to protect the legacy of leaders globally through business resilience. The way we fulfill our purpose is through helping organizations currently in crisis or supporting organizations to create their systems and infrastructure to prevent them from being caught off guard. Additionally, we are:

- Purpose driven
- Passionate about our work
- Unmatched in the level of energy and engagement we bring to crisis management and business resilience

We live our Core Values

Our Core Values are the only non-negotiables in our business. They are the heartbeat of our culture and it's the glue that ties us to our employees, customers, and partners. At Asfalisis, we live our work and personal lives in a manner that exemplifies our values:

- Be bold, be brilliant, be brief
- Show up
- Treat the Janitor like you treat the CEO
- Know your stuff
- Operate in truth and show integrity
- Make an intentional impact in the community

Who We Are Seeking

Are you...

- Passionately seeking to grow your career in preparedness, response or recovery
- Eager to learn, hungry, self-starter who is thorough in your work
- Excited to work with other experts in a growing, dynamic organization with boundless potential
- Absolutely trustworthy and professional in your personal and professional life
- Able to demonstrate the Asfalisis Core Values

Purpose of the role

Compile and document an operational business continuity playbook.

Hours: Four (4) month part-time engagement with the potential for extension.

Hourly Rate: \$90/hour

Working from established requirements, this role will collaborate with our clients and internal team. The following are the desired outcomes and key results:



Responsibilities

- Collaborate with the Senior staff to provide input, design, and create technical documents
- Analyze client and stakeholder requirements in support of business continuity planning efforts.
- Support development of Business Continuity plans and related documents in accordance with recognized standards and best practices.
- Develop, analyze, and evaluate existing or proposed plans and procedures
- Coordinate and maintain relationships among teammates and stakeholders to optimize performance and cross-functional expertise.
- Ensure quality of deliverables and products.
- Support program manager with ongoing and new projects.
- Formulate and implement effective and timely remedial actions when necessary.

Minimum Requirements

- Bachelor's Degree from an accredited College or University.
- 3-5 years of emergency preparedness, emergency response, continuity, and contingency planning experience, with 2 years' experience in a business continuity related field.
- Experience designing, developing, and publishing emergency management or business continuity plans for private sector organizations.
- Ability to work in a distributed team environment, conduct research and analysis, and develop high quality written products.
- Proficiency with Microsoft Office Suite.
- Strong written and verbal communication skills
- Work with subject matter experts and team members to ensure that written product communicates information in a clear, appropriate, and applicable manner.
- Analytical ability applied to client-provided content to determine suitability, content improvements, and overall structure

Preferred Qualifications

- Knowledge of standards and best practices related to Business Continuity (and healthcare administration preferred).
- Ability to deliver high quality documentation while paying attention to detail.
- Ability to quickly grasp complex technical concepts and make them easily understandable in text and pictures.

Desired Skills, Traits, and Competencies

- Ability to build relationships
- Strong active listening
- Energetic
- Commitment to excellence
- Self-starter
- Effective communicator
- Understand your value and your voice
- Take ownership

To apply for this role, include a technical writing sample with your resume, and cover letter to humanresources@asfalisisadvisors.com.

