



TECHNICAL APPLICATION WRITER

The cannabis industry is growing exponentially. Applications have become increasingly complex, detailed, and competitive as the industry evolves. Only the most prepared and thorough applicants score the points necessary to secure a state or local license. Canna Advisors has been winning licenses across the country and creating one of the best track records in the industry by helping cannabis entrepreneurs win business licenses, optimize facility design, standardize operations, and maximize business development. No matter the task, we are passionate about making cannabis the next great American industry.

We have an immediate need for a Technical Application Writer to produce high-quality license applications, as well as other business documents contributing to the overall success of Canna Advisors and our clients.

WHAT YOU'LL BE DOING

- Write and edit applications for licensing, policies, processes, and procedures
- Gathering and organizing needed information from Project Managers (“PMs”) and tailoring written materials to specifications provided by PMs
- Read and thoroughly understand jurisdictional rules, regulations, application requirements, and sources of information that impact the writing and delivery of applications
- Include and correctly cite sources
- Coordinate projects with PMs
- Coordinate with PMs to write and organize original content and revise/rewrite existing content
- Conduct peer edits as necessary
- Respond to feedback and implement requested changes to improve writing
- Cooperate with your team to improve our content and document library
- Assist the marketing department by writing and researching for articles and other content
- Draft business plans and pitch decks for prospective ventures
- Understand and explain detailed financial models in simple terms
- Network (virtually) with coworkers and industry colleagues
- Educate yourself to stay current on industry best practices

WHAT'S NEEDED IN THIS ROLE

- 3+ years of professional writing experience, including applications, RFP proposals, business plans, and/or Standard Operating Procedures (or other similar, persuasive writing experience)
- Argumentative, compelling, and exact writing skills



- Excellent and timely written and verbal communication skills
- Attention to detail
- Humility and ability to take constructive criticism and incorporate it into all future work after being briefed on issues once
- Proactively seek guidance and ask questions in the process of writing materials
- Ability to research and accurately interpret laws, regulations, and industry best-practices to suit the needs of the assignment
- Bachelor's degree in pre-law, journalism, communications, sciences, or equivalent degree
- Ability to communicate technical information to non-technical audiences
- Proficiency in the entire MS Office suite including Word and Excel
- Ability to recognize and adapt to changing requirements, schedule changes, and any other challenges that might affect a project
- Ability to work well with other professionals, both peers and subject matter experts
- Ability to prioritize and manage multiple ongoing projects within a deadline-driven environment

WHAT WILL SET YOU APART

- Passion for the cannabis industry
- Professional experience of federal grant writing or drafting responses to RFPs
- In-depth, first-hand knowledge of the cannabis industry
- Demonstrated experience writing winning license applications
- Law degree or professional experience conducting legal research that is developed into written content
- Personal authorship with experience researching and writing compelling narratives

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Canna Advisors is an Equal Opportunity Employer. Canna Advisors does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.