



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 license. Canna Advisors works with clients to develop detailed business plans, standard operating procedures, and efficient, environmentally-friendly facility designs. Canna Advisors has been winning licenses across the country and creating one of the best track records in the industry.

We are looking for an application writer to produce high-quality license applications, as well as other business documents contributing to the overall success of Canna Advisors and their clients.

WHAT YOU'LL BE DOING

- Write and edit applications for licensing, policies, processes, and procedures
- Develop marketing materials, proposals, and webinars
- Thoroughly understand jurisdictional rules, regulations, application requirements, and all sources which impact the writing and delivery of applications
- Assist internal industry experts in mapping business processes for process improvement initiatives and gap analysis
- Coordinate with subject matter experts to support team objectives, the accuracy of manuals/plans, and written content
- Partner with subject matter experts to write and organize original content and revise/rewrite existing content for all types of documentation projects
- Conduct research and subject matter expert interviews to draft content
- Conduct cross-department reviews to determine down-line effects and obtain internal and regulatory compliance approvals
- Conduct peer edits as necessary
- Coordinate projects with project managers
- Track change requests and conduct regular reviews
- Interact with clients during each project

WHAT'S NEEDED IN THIS ROLE

- Excellent written and verbal communication skills
- Strong writing and research skills and
- An adaptable writing style and an ability to follow instructions
- Bachelor's degree in journalism, technical communications, biology, or equivalent degree and/or experience
- Experience in all aspects of planning, designing, implementing, testing, and delivering a written project
- Ability to communicate technical information to non-technical audiences
- Proficiency in the MS Office Suite, including Word, Excel, and PowerPoint, and the Google Suite



- 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
- Must be a highly motivated, detail-oriented, self-starter with a well-developed work ethic and tremendous resourcefulness

WHAT WILL SET YOU APART

- 3+ years of professional writing experience, such as applications, RFP proposals, business plans, and SOPs
- Demonstrated experience writing winning license applications
- Law degree, or professional experience conducting legal research that is developed into written content
- 3-5 years professional experience in federal grant writing or drafting responses to RFPs or
- In-depth knowledge of the cannabis industry

SALARY RANGE: \$45,000 – \$68,000

Full-time, regular employees are eligible to participate in our group health plans, retirement plan, and flexible paid time off that our company generally provides. Benefits may be subject to additional qualifiers, such as a waiting period, or may present tax implications that should be discussed with your tax advisor. Canna Advisors reserves the right to modify the benefits package at any time.

Qualified candidates can submit their cover letter and resume to Jobs@ThinkCanna.com.

For immediate consideration, please apply with your resume, hourly rate, and a writing sample.