Instructional Technical Writer-Copyeditor

What you’ll do:

• Consult with subject matter experts (SMEs) to write and edit e-learning content
  o Content includes learning objectives, short- and long-form instructional text, instructional interactions, and assessment items
  o Formats include e-learning websites and applications, instructor and participant handbooks, video and audio scripts, reference documents, course descriptions, user interface text, online help and tutorials, documentation, and marketing copy
• Revise existing technology-based education programs, as necessary
• Adhere to internal brand standards; follow both internal and commonly used editorial and style guidelines to ensure consistent, quality work. Source content, images and other media as appropriate. Document progress and workflows
• Assist in preparing documentation of technology-based education programs for state certification and copyright submission
• When requested, assist in evaluating new e-learning editing and technical writing products; marketing; contracting, scheduling and delivery; market research; quality monitoring; documentation; and reporting
• Other responsibilities and duties as assigned

What you’ll bring to the table:

• Bachelor’s degree preferably in English, Journalism or Communication, or equivalent work experience
• Extensive knowledge and experience in instructional technical writing and copyediting skills for technology-based education programs, specifically in the analysis and alignment of learning objectives, content, interactions and assessment
• Extensive knowledge and skills using current tools for writing and editing for technology-based education programs including:
  o PC-based Adobe Acrobat DC
  o PC-based Microsoft Office software: Word, Excel, and PowerPoint.
  o Web-based learning systems, including using HTML. Experience with Canvas learning management system (LMS) and GoToWebinar/GoToTraining platforms preferred
  o Familiarity with editing in other e-learning development tools preferred, including Articulate Storyline, Adobe Captivate, Respondus, and Adobe Dreamweaver
• Association or college/university work experience preferred with knowledge of real estate, appraisal, business, and/or finance preferred
• Ability to manage multiple projects under deadlines, in a competitive and highly regulated business environment
• Strong verbal and written communication skills
• Successful record of working both independently and in a highly collaborative team environment, depending on project needs
• Strong interpersonal skills, with the ability to communicate and relate well to subject matter experts (SMEs) and team members
Must be service and improvement-oriented, actively looking for ways to assist team members, subject matter experts, students and instructors, while improving related processes

**What we offer:**
We offer an excellent benefits package including – medical, dental, vision, PTO, & 401(k), a majority remote work environment and, a convenient loop location close to public transportation for when you do come into the office, as well as a 37.5 hour work week and flexible start time.

**Interviews:** Virtual

**Job location:** Remote

**Travel Requirements:** 2% annual travel

Please submit your resume to careers@appraisalinstitute.org