

Instructional Technical Writer-Copyeditor

What you'll do:

- Consult with subject matter experts (SMEs) to write and edit e-learning content
 - Content includes learning objectives, short- and long-form instructional text, instructional interactions, and assessment items
 - 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:
 - PC-based Adobe Acrobat DC
 - PC-based Microsoft Office software: Word, Excel, and PowerPoint.
 - Web-based learning systems, including using HTML. Experience with Canvas learning management system (LMS) and GoToWebinar/GoToTraining platforms preferred
 - 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