



Building brains through early talk

Program Content Manager

LENA is a game changer in early childhood, and you could be a game changer for LENA. Research shows that back-and-forth interaction (serve and return talk) between children and their adult caregivers in the earliest years is a key to school readiness and long-term outcomes. We integrate our “talk pedometer” technology into innovative programs that help parents, caregivers, and early childhood teachers increase interactive talk to accelerate children’s language development and improve school readiness.

LENA is looking for a **Program Content Manager** to develop materials and resources for our **LENA Programs** – [LENA Start](#), [LENA Grow](#), and [LENA Home](#). Joining the Marketing and Content team, this role will work closely with the Product, Customer Support, and Business Development teams to manage the creation of new materials and updates to existing materials from concept to release.

This is a communications role that involves, among other things, analyzing and looking for trends in feedback from our program sites, managing external contractors, tracking and making updates to resources and materials, scoping and defining new projects, acting as final quality assurance to ensure materials are accurate and on message, and coordinating release of projects to internal and external stakeholders.

The ideal candidate gets tasks done while factoring the big picture as we identify and develop process and system improvements that will help us scale efficiently. We’re looking for self-starters who:

- Thrive in fast-paced environments
- Push solutions forward through ambiguity
- Have excellent attention to detail
- Demonstrate superior written communication skills (especially excellent copy-editing skills and efficiency in communicating with impact)
- Are highly tech savvy and can work effectively across content creation software (both Microsoft Office and Adobe Creative Suite)
- Are open to wearing multiple hats

Bonus points for early childhood or program experience, Spanish fluency, and demonstrable project management skills.

We hire and develop great people, giving them space to flourish. Our collaborative team will help you come up to speed on LENA, and our large and growing network of partner sites will provide ample opportunities to see how things work on the ground in communities. You can learn more about the environment and our core values [here](#).

Compensation: We offer a competitive salary commensurate with experience. We offer a full suite of benefits including health insurance, a matching 401(k), and generous paid time off. If you’re ready to roll up your sleeves, join our team, and change the world, please submit a cover letter explaining why you are a good fit and a resume to HR@lena.org in a single PDF.