



*Building brains through early talk*

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## Educational Content Manager

LENA is a national nonprofit changing early childhood. We integrate our “talk pedometer” technology into innovative programs to support parents, caregivers, and teachers to accelerate children’s language development, school readiness, and social-emotional health. LENA served more than 12,000 children in 2019 and is well on our way to serving more than 100,000 children in 2024.

We’re looking for an **Educational Content Manager** to develop and manage resources for our **LENA Programs** – [LENA Start](#), [LENA Grow](#), and [LENA Home](#). Joining the Content team, this role will work across the organization to execute the creation of new materials and manage versioning and updates to existing materials from concept to release. This is a communications role for someone with a background in education and an editor’s skills and mindset. The ability to catch small errors and inconsistencies while maintaining a systems-level view of how materials and content are connected is a must. Direct experience with Digital Asset Management will be considered a huge plus.

### Key responsibilities:

- Tracking requests and drafting updates to resources and materials, coordinating with our designer and other team members to ensure content is polished, consistent, and ready for release
- Acting as final quality assurance to ensure all materials are accurate and on message
- Coordinating the release of new materials to internal and external stakeholders
- Managing all translation projects utilizing a combination of in-house staff and external contractors
- Looking for trends in feedback and materials requests to define content solutions that address root causes as well as immediate needs

The ideal candidate will get tasks done while factoring the big picture, helping us to develop process and system improvements to scale efficiently. You will thrive in this role if you:

- Demonstrate superior written communication skills and strong attention to detail
- Are comfortable enforcing branding and style standards
- Enjoy coordinating projects across teams and pushing solutions forward through ambiguity
- Are highly tech savvy and can work effectively in a variety of content creation software
- Love wearing multiple hats, jumping in, and taking initiative where solutions are needed

LENA’s team is passionate, fun, and supportive. We offer an excellent benefits package and a competitive salary commensurate with experience. To apply, please submit cover letter with salary/compensation requirements and resume as a single pdf document to [hr@lena.org](mailto:hr@lena.org).

LENA is an equal opportunity employer. All employment is decided on the basis of qualifications, merit, and business need. We are committed to building a team that represents a variety of backgrounds, identities, perspectives, and skills. The more inclusive we are, the better our work will be. To learn more visit [www.lena.org/joinourteam](http://www.lena.org/joinourteam).

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