



Building brains through early talk

Learning Content Manager

LENA closes the talk gap, and therefore opportunity gaps, by supporting adults who care for children (both parents and early childhood teachers) in building the requisite skills for increasing interaction. LENA has two flagship programs: LENA Start, to support young children and their families in the home environment, and LENA Grow, to support young children and their educators in any early learning setting. Each program combines LENA's best-in-class educational technology with strengths-based coaching to deliver proven outcomes: accelerating language development for young children and increasing confidence and role satisfaction for caregivers.

The Role

As LENA's Learning Content Manager, you will ensure we are retaining and growing our relationships with current partners by developing engaging materials, resources, and communications to support the implementation and expansion of LENA programs. This job is a combination of project management, content editing, and learning design. As a member of the content/marketing team, you will work across multiple teams. While it is important that the right individual in this role have an eye for design and high attention to detail, it is also important that the person know how to organize projects, check for consistency across multiple forms of content, and create content that is appropriate for the audience.

Things you might do on a given day:

- Sit in on calls with current partners and interface with our Partner Success team to gather feedback about what's working well and where adjustments are needed. Look for trends in feedback to suggest content solutions that address root causes as well as immediate needs.
- Write and edit our curriculum resources and materials, engaging subject matter experts, research, and best practices as needed.
- Act as final quality assurance for all program materials, ensuring our content is accurate, on brand, culturally relevant and responsive, consistent in look and feel, and accessible to a range of literacy levels.
- Manage workflow for educational resource requests, edits, translation, and distribution.
- Develop processes and systems (both human and technological) to create, manage, and distribute content.
- Calendar, write, and build partner email communications, including program newsletters, reminders, and other communications as needed.
- Plan and execute the release of new materials and new products to internal and external stakeholders in coordination with program product managers.

Qualifications:

- Significant experience managing the entire content creation workflow from concept to release with excellent organizational, project planning, and project management skills.
- Superior writing and editing skills with a demonstrable ability to distill complex ideas into clear, actionable guidance.
- Comfort with enforcing branding and style standards and providing diplomatic feedback and edits to others' work.
- Highly tech savvy with the ability to work effectively with a variety of content-creation software. Bonus points for experience identifying and implementing a cross-team content or learning management system.
- Empathy and experience working with and distributing resources to low tech-literacy populations.
- A hands-on doer who loves wearing multiple hats, jumping in, and taking initiative to identify and build solutions.
- Experience and knowledge of the early childhood landscape and systems are a huge plus.

LENA's team is passionate, fun, and supportive. To learn more visit: www.lena.org/joinourteam. We offer an excellent benefits package. The minimum salary for this role is \$65,000. Our salary ranges are broad, leaving room to earn well above that minimum. To apply, please submit cover letter with salary/compensation requirements, resume, and three of your best work samples as a single pdf document to 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.

EOE/M/F/D/V