LAWFIRMELEARNING
We Make Legal Learning Awesome™

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Elearning Content Writer
Location: Remote (U.S.)

LawFirmElearning is seeking an exceptional writer – a script-writing superstar – to join our Content Team to focus on creating exceptional and engaging scripts for our professionally-narrated SkillBurst® elearning modules. The Content Writer will conduct organic research, interview subject matter experts, and draft scripts on a wide variety of professional and business skills for our QuickCustom™ SkillBurst® library; he/she will also draft scripts for custom elearning projects on a range of legal and other professional topics based on raw source materials provided by clients. The objective for all will be to maximize the engagement of the learner, provide substantive value-added content, and take full advantage of the creative opportunities afforded by the interactive e-learning medium, by envisioning and planning interactivities, illustrative scenarios, exercises, and bite-sized learning segments.

This is a small company so you will have the opportunity to make a significant impact. Our entire team works remotely from home offices and has a great time doing it. We are highly creative and productive without the distractions of a commute or office environment.

Experience with elearning development is not a requirement for this position, but extremely strong research, logic, writing, and editing skills are a must, as is a keen eye for detail, an ability to write in plain language and in a direct but conversational tone, and an ability to envision how the script might come to life on-screen.

Responsibilities include, but are not limited to:

- conducting organic research and participating in and/or leading interviews with subject matter experts to identify and organize topics and key points into creative and engaging bite-sized scripts (generally 15 minutes or less) that include a variety of practical, actionable guidance, illustrative scenarios, interactives, and exercises

- drafting narration scripts and development plans based on raw source materials provided by clients, with an eye toward maximizing interactivity and engagement of the learner and bringing the content to life on the screen

- reviewing, proofreading, editing, refining, improving, and finalizing draft scripts created by others

- planning, coordinating, reviewing various aspects of each e-learning project, including script development, narration, design & development, internal QA reviews, and client reviews, ensuring the intended vision for the project is achieved

- leveraging different types of provided client content, with inconsistent depth and detail, to create organized, effective scripts and development plans / storyboards

The ideal candidate will:

- have strong research, writing and grammar skills and a strong eye for detail

- exhibit strong logic, problem-solving, and creativity to craft engaging, value-added scripts that maximize the value-add of the content while minimizing the length and duration of the module

- exhibit an innate ability to understand a wide variety of complex subject matter and present, restructure, or envision it in a way that is easier to follow, engage with, understand, and retain

- thrive in the creative, high-paced nature of a growing small business

- have an interest in – and be sufficiently disciplined to – work effectively as part of a virtual team

- have strong project management skills and an ability to effectively plan, prioritize, and manage a series of activities, requirements, and participants on multiple simultaneous projects

- have proficiency with the Microsoft Office suite of products (Word, Excel, and PowerPoint)

- enjoy the opportunity to continually learn, based on the wide variety of legal and professional topics we address in any given period

- enjoy and excel at creatively envisioning the art of the possible when starting with our clients' raw source materials or starting a script from a blank sheet of paper

- work with a collaborative mindset and express perspectives and support opinions during development, so that the team can engage in constructive dialogue

- appreciate both the benefit and the responsibility that comes with being an integral part of a high performing virtual team

- have a good sense of humor and enjoy interacting remotely with coworkers and clients

To be considered, please submit the following items via http://lawfirmelearning.com/careers.html

(1) Your Resume
(2) Link to any work samples or portfolio
(3) Your thoughts on why you think you'd be a good fit for this type of role

To learn more about us and see sample e-learning projects, visit www.LawFirmElearning.com

Law Firm Elearning, a division of LearnVibe LLC, is an equal opportunity employer.
Applicants have rights under Federal Employment Laws.

No agencies and No phone calls please.

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