

JOB DESCRIPTION: CONTENT MANAGER

Are you a global citizen looking to work hard for a dynamic organization? RW3 CultureWizard, an intercultural, global Diversity & Inclusion e-learning company, is a boutique firm. We're looking for an enthusiastic, high-energy, meticulous writer-editor who is passionate about culture, D&I and writing, and is looking to work in a creative, customer-focused, collaborative environment. You will be reporting to the president and have ample opportunities for growth.

RW3 CultureWizard develops intercultural learning experiences for clients worldwide through CultureWizard, an online learning platform, and traditional instructor-led training. The company is headquartered in New York City, and this full-time position can be virtual or in the office.

Core Responsibilities:

- Update and revise Country Profiles and other RW3 learning content.
- Conduct research on cultural norms and current events.
- Conduct interviews with intercultural trainers, immigrants, and/or people who are local to a country/region of research.
- Provide support on course development, including background research, drafting scenarios/dialogue exercises, assessment questions and output, etc.
- Ensure that all content uses inclusive and equitable language.
- Respond to and address client/end user feedback on RW3 content, often in collaboration with other departments.
- Support client services, sales & marketing in generating and/or proofreading content as needed (blog posts, copy writing, fliers, handouts, etc.).
- Liaise with clients, consultants, or other RW3 partners as needed in fulfillment of these responsibilities.

Skills/Qualifications:

- Excellent writing and speaking skills
- Experience as a writer preferably in both expository, creative, and corporate contexts
- Editing skills
- Thorough understanding of diversity, equity & inclusion concepts, as related to corporate and organizational issues
- Creative and thorough researcher
- Commitment to making e-learning tools and blended learning systems engaging and useful for intercultural and inclusion learning
- Global/intercultural experience, preferably international living experience
- Familiarity and comfort with learning simple authoring and online editing tools.
- Interest in collaborating with diverse people across multiple departments, as well as comfort working independently to meet deadlines

What We Offer You:

- Annual salary commensurate with experience, \$65K to \$75K
- Location is either in New York City office or virtual
- Full benefits, including medical
- Developmental opportunities