

## **Bilingual Producer, New Product Initiative**

GreatSchools ([www.greatschools.net](http://www.greatschools.net)), an independent, nonprofit organization that empowers and inspires parents to participate in their child's development and educational success is looking for an experienced and creative Producer to develop content for a new web-based product aimed at guiding low-income parents in the education of their child.

GreatSchools is undertaking a significant new initiative and is looking for an experienced and enthusiastic Producer to create exciting elearning content for adult learners. The interactive content of video, animation and audio will help parents develop the knowledge and skills that they need to guide their children to College, beginning at an early age. Many of the target audience parents will be Spanish-speaking.

The Producer will report to the Lead Producer. This role includes working with the cross-functional resources necessary, including the technology, graphic design and production teams.

### **Primary Responsibilities:**

- Produces e-learning activity content development from initial concept to production to delivery
- Develops storyboards and scripts
- Works with subject matter experts on initial learning objectives and vetting of content
- Coordinates development, design and production tasks of activities with multi-disciplinary team of staff and consultants including illustrators, graphic designers, flash animators, video and audio production, copywriters.
- Takes responsibility for overall cohesion and quality of instructional design
- Triage action requests with QA

### **Experience/Education/Skills Required:**

- Minimum of 3 years experience in elearning, instructional, digital production role
- Experience working on a consumer elearning, community website or education product
- Collaborate with user experience designer on user test plans
- Excellent project collaboration skills; demonstrated ability to work with an integrated development team
- Excellent planning and execution skills; demonstrated ability to deliver and meet development schedules
- Flexible and able to work in a fast-changing, demanding environment
- Highly organized, responsible, and attentive to timelines and details
- Strong written and oral communication skills in Spanish, required
- Knowledge of K-12 English Language Learning domain, a plus
- Experience writing a Spanish language product, a plus
- Experience working with target market of low-income families, a plus
- B.A.(required)

We offer a competitive salary commensurate with experience, plus medical, dental, vision, life, disability, time off benefits and a retirement plan with matching contributions. This position is full-time, 40 hours per week, and is located in our San Francisco office.

### **How to Apply:**

Please email a cover letter, including salary requirements and resume to [mquinsa@greatschools.net](mailto:mquinsa@greatschools.net), with "Bilingual Producer" in the subject line. Resumes without cover letters will not be considered. No phone calls please.

We are an equal opportunity employer and encourage diversity in our workplace.

**About GreatSchools:**

GreatSchools is an independent, nonprofit organization that improves education by inspiring parents to get involved. We empower parents with information and tools so they can choose the best school for their children, support their children's education, and improve schools in their communities.

Parents choose GreatSchools to connect with each other – to find the right schools, to share stories and advice, and to get their parenting questions answered. In the past year alone, more than 35 million people visited GreatSchools ([www.greatschools.net](http://www.greatschools.net)). With hundreds of thousands of ratings and parent reviews about schools across the country, GreatSchools is *the* paramount parent-to-parent education community.

A Webby award-winning site, GreatSchools is supported by foundations and corporations, including the Bill and Melinda Gates Foundation, the Robertson Foundation, and the Walton Family Foundation.