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## Digital Media Editor

### Description

Global Language Center (GLC) is a Woman Owned small business providing a wide array of professional language services to the US Government and commercial clients worldwide. Founded in 1996, GLC has grown because of our superb performance, care of employees, and in-depth language expertise. We offer several language services customized to our clients' organizational or individual needs covering over 60 different languages and dialects such as foreign language instruction and cultural awareness training to a wide range of Government employees.

GLC has been working with the State Department for the last 12 years providing foreign language training for new and continuing Foreign Service Officers, Diplomats and Ambassadors. During this time, we have increased our full-time staff to over 240 instructors, curriculum developers, testers, distance learning mentors, and management and support staff.

GLC is currently accepting resumes for a Digital Media Editor Position to work on a government contract.

### Duties:

Collaborate with the COR, ACOR, or GTM to perform assigned task or execute single handedly the creation of digital content based around the current language curriculum including but not limited to the readability, structure, organization, style, and formatting of all digital content.

Collaborate with the COR, ACOR, or GTM in the creation and formatting of language content in authorized FSI Learning Management Systems to improve the online usage of various language learning tools.

Collaborate with the COR, ACOR, or GTM in all stages of the SLS Curriculum Design Process in helping create and format the online environment for the language curriculum.

Collaborate with the COR, ACOR, or GTM in providing training to all staff on using educational technology and other tools in creating and maintaining language curriculum.

Adhere to all copyright guidelines and restrictions; follow FSI and SLS procedures regarding copyright, and track compliance for assigned development project(s).

Collaborate with the COR, ACOR, or GTM and content creators to establish processes and deadlines for the editing workflow.

Provide regular status updates on progress to the COR, ACOR, or GTM and briefings on request for the content creators and others regarding progress, standards, or issues for discussion.

### Hiring organization

Global Language Center

### Employment Type

Full-time, Part-time, Temporary

### Date posted

April 21, 2021

**Required Qualifications:**

BA/BS, MA/MS, or Ph.D., or foreign equivalent degree in Graphic Design, Educational Technology, Instructional Design, etc.

One (1) year of experience or education in the field of Educational Technology

One (1) year of experience using a Learning Management System as a either an instructor or administrator.

Experience creating digital training materials: course content, teaching manuals, student guides, e-books, and interactive media (video, audio, animation, digital text).

Experience using Office and Graphic Design Applications (Adobe Premier, Illustrator, Adobe Photoshop, and other Adobe Creative Cloud apps).

**Preferred Qualifications:**

Experience in desktop publishing graphic design valued.

One (1) year of experience training instructors in using digital training techniques.

Project management experience valued.

Experience in Google for Education

Knowledge of Instruction Design Theory and Methods

Expertise with MS Office and Graphic Design (Adobe Premier, Illustrator, Adobe Photoshop, and other Adobe Creative Cloud apps.)