

Educational Content Creator

Team	Education and Certification
Position summary	<p>The Educational Content Creator develops, writes, and produces educational content in alignment with the presentation industry standards in various formats.</p> <p>Leveraging a deep understanding of instructional design, strong writing and editing skills, and the ability to translate complex concepts into accessible and engaging learning materials, they provide Presentation Guild members and non-member audiences with learning materials that support their growth as presentation professionals.</p>
Key responsibilities	<ul style="list-style-type: none">• Reports to the Education Director and serves on the Education and Certification team. Work closely with the Events and Conferences, Communications and Marketing, and Technology and Platform teams.• Create engaging and informative educational content, including but not limited to educational blog posts, how-to guides, instructional videos, mini-courses, and live training sessions aligned with the presentation industry standards.• Develop and refine educational materials to ensure they are clear, concise, and effective in achieving learning outcomes.• Use multimedia tools to create interactive and visually appealing content.• Collaborate across teams to plan and develop content calendars that align with the organization's goals and audience needs.• Ensure all content adheres to brand guidelines and maintains a consistent tone and style.• Review and edit content for accuracy, clarity, grammar, and style. Incorporate feedback from team members, subject matter experts, and users to improve content quality. Conduct quality checks on all educational materials to ensure they meet high standards.
Qualifications	<ul style="list-style-type: none">• Experience in educational content creation, instructional design, or similar role, and a passion for making learning both fun and effective.• Strong writing, editing, and proofreading skills, with the ability to communicate concepts in a clear and engaging manner.• Proficiency in content creation tools and multimedia editing software.• Excellent project management skills, with the ability to manage multiple projects and meet deadlines.• Passionate about providing effective, meaningful, and satisfying solutions for presentation enthusiasts that will support them in their career and business journey.
Time commitment	<ul style="list-style-type: none">• Attend monthly team meetings, plus recurring check-ins, cross-team, workgroup, and committee meetings as needed. A minimum of 75% attendance is required.• Work an average of 5-10 hours per week on organizational activities.