



Job Title: Content Writer
Department: Programs and Partnerships
Location: Remote
Type of Position: Exempt
Reports to: Associate Director, Programs and Partnerships
Latest Revision: April 10, 2023

About CSforALL:

CSforALL's mission is to make high-quality computer science an integral part of the educational experience of all K-12 students and teachers and to support student pathways to college and career success.

CSforALL serves as the national hub for the K-12 computer science education movement. We convene and sustain networks to support the national landscape of school districts, nonprofits, for-profits, and government agencies that share the goal of rigorous, inclusive and sustainable CS education in the U.S.

Job Summary:

CSforALL is seeking an experienced Content Writer to join the team. The Content Writer is responsible for the development, creation, revision, and dissemination of programmatic documents and materials that align with specific CSforALL program needs. The Content Writer will collaborate with Program Managers in producing appropriate content to be used throughout implementation of each respective program, as aligned with programmatic goals, objectives, and strategy.

Duties/Responsibilities:

- Develop and maintain content and materials in support of implementation, promotion and dissemination of CSforALL's programs/program activities
- Review existing program material to inform new content development and design or updates to existing content
- Design traditional, nontraditional, interactive, and multimedia content for program use
- Draw on varied CS Ed resources and best practices to optimize program materials
- Draw on best practices for informing practice and program implementation to address accessibility, equity, and inclusion in program delivery

Required Skills/Abilities:

- Reading, writing and speaking English language proficiency is *required*
- Ability to convey information clearly and concisely in audience-appropriate language
- Proficient using MS Office and Google Suite

- Proficient in manipulation of graphics and templates in adherence to company branding
- Self-motivated and detail-oriented
- Have capacity to work collaboratively within cross-functional teams
- Ability to create graphics, visual presentations or program materials

Education and Experience:

- Bachelor's in Education, Curriculum, Instructional Design or related preferred
- 3 - 5 years experience in CS Education or Education content development
- Prior experience with content development for both internal external stakeholders
- Familiar with Zoom, Google Suite, Slack, external communication platforms, and graphic design tools such as Canva or Adobe

Physical Requirements:

- Ability to travel up to 10%
- Ability to work flexible off-duty hours on occasion

Salary Range:

\$80,000 -90,000/year

Send resume w/ any additional documents to: recruiting@csforall.org

At CSforALL, we value a diverse and inclusive workforce. We provide equal employment opportunity for all applicants and employees for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.