

CONTENT PRODUCER (ENTRY-LEVEL / PART-TIME)

Hats & Ladders is located in NYC's Flatiron district, a hub of tech innovation. As the creators of one of the leading career exploration tools for young people ages 14-25, H&L is committed to providing meaningful work-based learning experiences---especially for youth who lack access to professional networks.

At any given time, Hats & Ladders employs 2-3 people under the age of 25 as interns or junior level employees, receiving training across all disciplines from implementation, to content creation, to engineering.

This position is virtual, so the candidate can be located anywhere.

Location: New York City (based in Manhattan), but currently remote work only

Type: Part-time, 10-20 hours/week

ABOUT THE OPPORTUNITY

Do you have strong writing and editing skills? Are you comfortable with inputting and manipulating data using markup languages, scripting, or databases? Perhaps you have experience developing educational materials for young people? Are you interested in using those skills to ensure that youth have equal access to quality career readiness experiences?

At Hats & Ladders (H&L) you'll have the opportunity to work alongside a project team assisting young people ages 14 to 25 to engage in career exploration and skill-building so they are better prepared to tackle the world of work.

Hats & Ladders is an app-centered career exploration and skill-building program. We use sophisticated content-authoring tools to deliver relevant, scaffolded, and sequenced career development activities and resources in a format that genuinely engages young people and earns their trust. To produce (research, write, edit, script, and create interactive learning experiences around) this high-quality content, we rely on a small but mighty content team, of which you will be an integral member.

WHAT YOU BRING

- Bachelor's degree or equivalent experience. Preference towards degrees or experience related to teaching verbal communication skills, or similar career readiness skills to youth.
- Years of experience writing and editing.
- Attention to detail, including the ability to enter and manipulate text accurately in large databases.

Hats & Ladders, Inc.

27 West 20th Street, No. 501, New York, NY 10011

hatsandladders.com | 212.463.7559

- Excellent verbal and written communication skills.
- Excellent research skills.
- Visual design/editing skills a plus, particularly experience with photo editing and/or CSS.
- “Power users” of software used to manipulate textual data, such as Sublime Text, a plus.

CONTACT

Those interested in applying can submit a résumé, cover letter, and short optional writing sample to our Director of Content, Benjamin Galynker, at ben@hatsandladders.com or careers@hatsandladders.com [Note: the writing sample should be entirely the applicant’s work product from start to finish -- not edited by any other person].