



Looking for a Flexible Full-Time Job? Enjoy the freedom of working from your home on your own schedule?

Join our growing team as a Writer!

As part of our Quality Assurance team, the incumbent will develop Lexipol global content related to Lexipol's online policy and training products for Lexipol's content platforms. Collaborates with internal and external teams to ensure that all content will be accurate, easy to understand, fit for purpose, and free from omissions, inconsistencies, and repetition.

KEY RESPONSIBILITIES:

- ★ Draft and revise assigned policy content for Lexipol existing and new product lines, including policy manuals, new global and state policies, policy updates, and training.
- ★ Design templates of "global" or original policy content, with content experts and software development teams to ensure accuracy, test functionality, and improve ease-of-use.
- ★ Gather, analyze, and incorporate information from multiple sources, including statutory and regulatory documentation.
- ★ Suggest ways that technical, legal language can be rephrased to be more direct, readable and easily understood by end users, without changing meaning.
- ★ Verify state and federal legal citations and references for accuracy and applicability to materials. Fact-check Lexipol materials as needed.
- ★ Recommend and advise on project timelines and adhere to deadlines to ensure products deliver on schedule.
- ★ Suggest operational process and system improvements that would improve the overall quality of Lexipol products and participate in implementation.
- ★ Provide excellent service and support to internal customers (content developers; training team writers, legal team members) to assist them with grammar and style questions and their understanding of the editorial process and the content management system.
- ★ Represent the Operations team on cross-departmental projects and assist in training new team members.

QUALIFICATIONS:

- ★ Superior language and writing skills including the ability to self-edit content for spelling, grammar, punctuation, house style, AP style, and formatting.
- ★ Experience creating template content for web-based content management systems/knowledge management systems and demonstrated ability to learn new technologies and applications.
- ★ Strong research skills for fact-checking, background, citation and reference checks.
- ★ Demonstrated ability to manage and complete multiple activities of varying complexity.
- ★ Intense focus on and commitment to details and accuracy of work.
- ★ Strong listening skills and the ability to integrate information from a variety of sources and people into clear, concise, easily digestible and compelling content that meets business objectives.
- ★ Exceptional interpersonal communication skills. Ability to collaborate within a team environment with cross-functional peers to support deadlines.
- ★ Demonstrated ability to work in a self-directed, collegial, collaborative, professional and highly dynamic business environment. Adaptability required to transition between highly variable specialized fields of work.



EDUCATION AND EXPERIENCE:

- ★ Undergraduate degree in Journalism, English or a related field or commensurate work experience.
- ★ Minimum seven years of editorial work experience in a business setting.
- ★ Knowledge of, or experience in, the realm of public safety policy or risk management is preferred.
- ★ Demonstrated experience prioritizing projects, adapting to changing assignments and deadlines, and meeting deadlines.
- ★ Experience working in an agile environment is a plus.

COMPENSATION AND BENEFITS:

Lexipol offers a flexible schedule, competitive salary and annual bonus, comprehensive benefits package including 401(k) with Company match.

**For consideration, please submit your resume, cover letter
with salary expectations to hr@lexipol.com.**

Lexipol is an Equal Opportunity Employer. Visit us at www.lexipol.com
No third parties.