**Job Description: Bilingual (English/Mandarin) Digital Content Developer (Independent Contractor, Remote Position)**

**Reports to: Manager, Digital Product**

Cheng & Tsui is an award-winning international publisher of educational materials in Asian languages and cultures for the K-12 and higher education markets. Established in 1979 and based in Boston, we are the market leader in U.S. Chinese language education. Our mission is to help foster the development of curious and open-minded global citizens through our educational publications.

We are seeking a bilingual **Digital Content Developer** to join our dynamic, cross-functional team. The **Digital Content Developer** will report to the Manager, Digital Product. The ideal candidate will be technologically savvy with PC, MAC, and mobile software applications, be highly organized and self-motivated, and have a love for world language and culture education.

Please note that this is a 3-month temporary position with the possibility of extension.

**Responsibilities**

* Utilize Asian-language skills to contribute to both development and production of digital Chinese language-learning materials.
* Adapt and modify textbook content for the digital learning platform.
* Develop and coordinate project schedules, taking ownership of key project deliverables within the larger project plan defined by the Manager, Digital Product.
* Collaborate with the Digital and Editorial teams on content and platform issues.
* Oversee and report on work produced by contractors.
* Test and verify digital content to assure quality and production readiness prior to release dates.
* Capture, troubleshoot, and report customer-reported issues on the platform, escalating issues to the platform development team as needed.
* Maintain skills in software tools required for the role, such as learning experience platforms and assessment creation tools. Continue to learn new tools as needed.
* Perform other duties as needed and requested.

**Required Qualifications**

* Bachelor’s degree
* Excellent communication skills in English (reading and writing)
* Strong reading and writing proficiency in Mandarin Chinese (Simplified and Traditional characters)
* Familiarity with and comfort using Google Suite, preferably including intermediate knowledge of Google Sheets (formulas, pivot tables, and data visualization)
* Experience with and comfort editing CSS and HTML
* Excellent organizational skills, strong attention to detail, accuracy, and quality
* Self-directed and motivated; able to work independently
* Clear and courteous communicator both in oral and written forms
* Experience working collaboratively and flexibly on multiple concurrent projects

**Preferred Qualifications**

* Experience with LMS administration or management
* 1+ years of data-entry or editing experience
* Strong knowledge of HTML and CSS
* Japanese reading and writing skills a plus
* Experience in language education or education technology
* Strong interest in Asian languages and cultures

**Please apply by sending a resume to** **careers@cheng-tsui.com** **noting “Digital Content Developer” in the subject line. Note that this is a remote position and is open to anyone legally authorized to work in the United States. No telephone calls accepted.**