



Open Position - UAS Learning Content Writer

Position Title: UAS Learning Content Writer

Department: Training

Job Function: Writing, Managing, and Developing Content

Location: Virginia Beach, VA Corporate Office

Reporting: Chief Information Officer

About DroneUp

DroneUp® is the leading complete drone services provider, transforming businesses and government organizations with drone technology solutions. DroneUp's diverse suite of products includes flight services, data analysis, drone program development, regulatory consulting, training, equipment, and Part 107 drone delivery. Recognized as a UAS industry pioneer with patented mobile app technology and a commitment to research and development, DroneUp further fuels invention and application across private and public sectors. With our people, services, and innovative solutions, DroneUp delivers operational challenges with efficiency, reliability, and safety.

Position Summary

DroneUp is seeking a UAS Learning Content Writer to join the Training Team. This full-time position is based at the command center in Virginia Beach, VA. Our Flight Services Team uses our *Mission Match™* platform to recruit drone pilots worldwide from our in-app pilot network directory. The UAS Learning Content Writer's primary responsibility is to ensure the development of written content (grammar, edits, logic, the flow of content, learning objectives, eLearning content, etc.) pertaining to learning materials, support documentation, and establishment of learning and exploratory opportunities for the Learning Design Team. This position will translate complex and technical jargon into an easy-to-understand format for adult learners.

The UAS Learning Content Writer will collaborate with other departments and subject matter experts (SMEs) to collect and develop learning content (e.g., FAA compliance, new hire, departmental training). The ideal candidate has (1) a strong knowledge in Instructional Writing, Technical Writing, or a similar role; (2) has experience working within a technical or engineering organization/knowledge of the high-technology industry is an asset.; (3) Experience developing and enforcing style guidelines.; (4) knowledge in technical writing for aviation units, FAA standardization, and drone operations is a huge plus. This position requires intermittent scheduled weekend collaboration and work via computer and phone when away from the office.

Responsibilities

- Create and maintain a comprehensive list of Standard Operating Procedures (SOPs) directly related to this role with a minimum of a biannual review/sign-off.
- Translate complex and technical information into an intuitive and straightforward format that is easy to digest, requiring fewer instructions and an increased incomprehension.
- Work closely with the localization team to ensure the English version is current, up to date, and receive a sign-off from the SMEs before translation.
- Standardize Learning Design material across various media (decks, documents) according to current templates, branding standards, and style guidelines.
- Recommend new tools, support materials, and learning opportunities for the teams you will be supporting.
- Manage company's LMS and publication organization.
- Assist in the development of the Geotab Technical Publications Style guide for technical writing.

Qualifications

- 3-5 year's experience in Instructional Writing, Technical Writing, or a similar role.
- Experience working within a technical or engineering organization/knowledge of the high-technology industry is an asset.
- Strong knowledge of LMS and marketing strategies.
- Experience developing and enforcing style guidelines, preferably for the FAA.
- Able to work well under pressure and respond to fast-changing priorities and deadlines.
- High accuracy and meticulous attention to detail.
- Technical competence using software programs, including, but not limited to, Google Suite for business (Sheets, Docs, Slides).
- Post-Secondary Degree/Diploma Specialization in Technical Communications, Communications, English, Journalism, or a related field is a plus.

How to Apply

Please submit your resume and cover letter to careers@droneup.com.

We are an equal opportunity/affirmative action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, disability, age or status as a protected veteran, or any other characteristic protected by law.