

UPQUEST

Job description: Researcher and Writer

Would you like to help teach a new generation of business leaders to act with integrity and guide them in creating top-notch companies where employees are engaged, motivated and collegial?

Do you enjoy independent research, writing and editing? Do you have experience writing for business, legal or social science publications, magazines, websites or general news outlets?

Would you like to have a flexible schedule? Do you thrive in entrepreneurial and creative environments?

Upquest is an innovative e-learning company that uses digital learning, storytelling and mentorship to help managers build the critical skills, awareness, confidence and good judgment they need to navigate the thorny workplace issues of the 21st century.

Working closely with our CEO, our writers produce A++ text and video content from the conceptualization phase through to script editing and publishing.

Key responsibilities include:

- Researching, with a focus on workplace conduct, leadership, and company culture
- Authoring case studies, short articles, video scripts, teaching materials and other content for our online learning platform
- Working collaboratively with an enthusiastic, committed team
- This is a remote position with flexible hours

Qualifications:

- Substantial research and writing experience with a focus on any combination of business and management topics, the social and behavioral sciences, and/or human resources, compliance, and employment law topics
- An enthusiasm for teaching and for helping learners develop in the areas of ethical leadership; workplace conduct; organizational culture; and diversity, equity, and inclusion
- The ability to think creatively and to digest complex academic studies into material that general readers can grasp
- Exceptional writing and copy-editing skills; the ability to write quickly and accurately in a conversational rather than academic style

- An ability to work both autonomously and collaboratively. Self-motivated, detail-oriented, and highly organized
- Working knowledge of Google documents and sheets, Microsoft Word, Airtable and similar programs
- We prefer candidates with relevant expertise in the areas of human resources, employee relations, employment law, compliance, general management practices, or organizational development; teaching and course-development experience also a plus

To apply: Please submit to hiring@upquestleadership.com a resume, cover letter, and 3 to 5 writing samples — preferably material published on a news platform, in an academic journal or in another professional publication. Writing samples should be in PDF form (not simply URL links). Writing samples should not exceed 10 pages.

Upquest Leadership, Inc., is an equal opportunity employer. We celebrate diversity and invite candidates committed to creating an inclusive and values-driven workplace.