



STATE OF IDAHO
invites applications for the position of:

**Part-Time, Non-Benefitted
Community Engagement Coordinator**

SALARY: \$17.00 - \$19.00 Hourly
DEPARTMENT: Idaho Public Television
OPENING DATE: 09/06/2022
CLOSING DATE: Until position has been filled
DESCRIPTION:

IDAHO
PUBLIC TELEVISION



[Idaho Public Television](http://www.idahopublictelevision.org)

Part-Time Community Engagement Coordinator, Non-Benefitted

If you are enthusiastic about creating engaging, educational and entertaining events with a mission-driven organization, and love working within a team, this is the job for you!

We harness the power of public media to encourage lifelong learning, connect our communities and enrich the lives of all Idahoans. We Tell Idaho's Stories!

Idaho Public Television is looking for a highly motivated behind-the-scenes events coordinator to organize, direct, and manage in-person as well as virtual community and donor engagement events. This position plays a critical role in Idaho Public Television's fundraising, community awareness, and outreach efforts.

This is a part-time, non-benefitted position and will be limited to 1,385 hours per year. There will be a few weeks throughout the year in which hours worked may be up to 40 or more hours per week based on the schedule of events. Some events will happen during the evening and on weekends, and the event coordinator will be needed to support activities at in-person and virtual events. This position offers a flexible hybrid (virtual/in-office) work schedule.

Responsibilities Include:

- Collaborate with IdahoPTV personnel to understand goals/objectives of an event and ensure they are aligned with organization needs.
- Plan and coordinate outreach and education events, and documentary screenings as allowed by available personnel, budget and timeline. This typically includes organizing the following: location, audience, invitee list, special guests, equipment, virtual platforms or hybrid platforms, promotional material, décor, refreshments or catering, entertainment, transportation, or other requirements as needed for the events.
- Plan and organize logistical elements envisioned for in-person events.
- Plan and organize logistical elements envisioned for virtual events.
- Conduct back-end technical guidance, monitoring and support for virtual events.
- Organize facilities and manage all logistical details for virtual and hybrid events.
- Ensure compliance with insurance, legal, health and safety obligations while following the rules of a State agency.
- Specify staff requirements; communicate and coordinate their activities at events.
- Proactively manage any arising issues and troubleshoot any emerging problems on event day(s).
- Provide thoughtful and deliberate internal debriefs for department and station leadership.
- Update all engagement databases with attendee information such as number of attendees, photos and testimonials that demonstrate outreach impact.
- Maintain up-to-date documentation including event checklists, request forms, and action plans, and ensure adherence to budget specifications.
- Research and maintain records with contact names, general pricing and/or donation of food/beverage options, and venue locations for each event using telephone, social media, email, and/or in-person contacts.

- Assist with communications around the event including timelines, calendars, invites, evites, RSVPs and in-process and post-event event reports.
- Communicate frequently with education, fundraising, and other key IdahoPTV staff to keep them informed of progress, needs and any problems encountered or potential problems.
- Prepare supplies for events.
- Prepare guests and speakers for virtual events.
- Assist with event set-up and tear down at in-person events.

Preferred Qualifications:

- Working knowledge of virtual meeting platforms such as Zoom, Microsoft Teams or Google Meets.
- Comfortable learning and adopting new technology.
- Able to telecommute and attend virtual meetings.
- Working knowledge of Microsoft Office programs (Excel, Word, Outlook, PowerPoint, Teams) for spreadsheet creation and entry, reports, letters, presentation, and calendars.
- Attention to detail, negotiation skills, and remaining calm under pressure.
- Experience handling confidential information.
- Scheduling, logistics and meeting or event organization experience.
- Ability to work independently and with a team.
- Reliable attendance & punctuality.
- Comfortable engaging individuals and groups from a wide variety of backgrounds.
- Ability to work flexible hours virtually and in-person.
- Some overnight statewide travel may be required.

The Ideal Candidate Will Have:

- ✓ Experience planning and coordinating in-person events.
- ✓ Experience planning and coordinating virtual events.
- ✓ Experience working with a non-profit.
- ✓ Familiarity with Idaho Public Television and PBS programming.

Supplemental Information:

This is a part-time, non-benefited position and will be limited to 1,385 hours per year

Idaho Public Television is an equal Opportunity Employer. Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact Idaho Public Television Human Resources at (208) 373-7220.

Preference may be given to veterans who qualify under state and federal laws and regulations.

How to Apply:

Send a letter of interest, resume, and contact information for three (3) professional work references to: joyce.baker@idaho.idahoptv.org or mail to Idaho Public Television:

Idaho Public Television
Human Resources
Attn: Joy Baker
1455 N. Orchard Street
Boise, ID 83706