



STATE OF IDAHO
invites applications for the position of:

Community Education Facilitator

SALARY:	\$20.41 - \$23.13 Hourly \$42,452.80 - \$48,110.40 Annually
DEPARTMENT:	Idaho Public Television
OPENING DATE:	09/21/22
CLOSING DATE:	10/07/22 11:59 PM
DESCRIPTION:	

Part-Time Community Education Facilitator, Non-Benefitted

This position is located in the Eastern Idaho region and the incumbent must have the ability to commute within the territory including but not limited to Idaho Falls, American Falls, Pocatello, Fort Hall, Rexburg, and surrounding areas.

This position supports hybrid telecommuting, however incumbent must be located within the applicable region. This is a non-benefitted position.

Do you want to work part-time or on occasion and still have an impact on your community? Do you need flexibility and intermittent hours while still making a difference? This may be the perfect job for you! This is a part-time long-term temporary position working less than 20 hours/week, however hours may fluctuate depending on annual cycle and work load.

Idaho Public Television is seeking a dynamic and outgoing individual to join our education team working with parents, educators and community organizations and to also support the Public Private Partnership Grant.

As an Education Facilitator, you would contribute directly to advancing Idaho Public Television's mission to encourage lifelong learning, connect our communities, enrich the lives of all Idahoans, and tell Idaho's stories.

It is the policy of Idaho Public Television to create an environment that supports diversity in all aspects of employment and the daily operation of the enterprise. This diversity policy also carries over to the communities we serve through programming, community outreach, and our involvement in local and national organizations that promote diversity and inclusion.

This position is exempt from state classified service, and the rules of the Division of Human Resources and the Idaho Personnel Commission.

EXAMPLE OF DUTIES:

In partnership with the Education team, the Education Facilitator will:

- Share IdahoPTV and PBS KIDS content and resources with parents, educators and community organizations through educational events, workshops and trainings.
- Organize, plan, and facilitate learning activities, after school programs, camps, workshops, and outreach events that promote Idaho PTV's education efforts, PBS KIDS resources, and the utilization of educational media to improve student achievement and facilitate learning through a variety of media-rich, interactive learning experiences for learners and families.
- Cultivate and maintain partnerships with libraries, after school programs, community partners, and other educational organizations to facilitate learning through a variety of media-rich, interactive learning experiences at community events.
- In collaboration with the education manager and communications team, integrate social media event-related messaging, including Twitter and Facebook, into outreach events.
- Work quickly, creatively, professionally, and calmly in a high-energy, deadline-based environment. Handle multiple tasks and priorities.
- Ensure that work products and organizational interactions engage diverse perspectives.
- Assist with other Idaho PTV educational initiatives as needed.
- Respond to inquiries regarding agency education programs, resources, materials and procedures.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Plan and present educational programs for specific audiences and modalities.
- Using a personal computer for word processing, spreadsheets and desktop publishing.
- Preparing and delivering educational talks to groups.

SUPPLEMENTAL INFORMATION:

Preferred Qualifications:

- Experience using Microsoft Office programs and Apple technology (iPads, etc.) and/or Google Suites.
- Experience utilizing technology in an educational setting to enhance learning. Event planning experience.
- Experience in training others, presenting to a group, and effective public speaking. Valid driver's license.

Our ideal candidate will have:

- A demonstrated passion for education.
- A demonstrated ability to be self-directed and work independently, as well as work collaboratively and cooperatively teams.
- A commitment to educational equity, ensuring projects support inclusive access and implementation. A desire to learn, a proactive attitude, and an ability to adapt quickly to change.
- The ability to communicate with tact, diplomacy, and professionalism while representing IdahoPTV to families, educators, partners, and the general public.
- The ability to work with diverse constituencies, partner organizations, and stakeholders. Excellent communication and organizational skills.
- Computer literacy and proficiency in Microsoft Office programs, Apple technology (iPad, etc.) and current education technology practices.
- Ability to travel around assigned Idaho regions to create, steward, and collaborate with Idaho PTV education partners, educators and community partners as projects warrant. Ability to advocate for new ideas and push initiatives through to completion.
- Ability to plan, coordinate, create, and provide oversight of multiple, simultaneous projects.
- Calm and resourceful responses when challenges occur, or when schedule is unexpectedly altered. Ability to speak, read, and write in Spanish a plus.

This position involves days, evenings, weekends, and occasional overnight travel, and sitting or standing for extended periods of time, including extended work days or work weeks when on deadline or managing events.

To learn more about Idaho Public Television, please visit our website at: www.idahoptv.org

Make a difference in your community and in the lives of the citizens of Idaho today by applying to be an Education Facilitator for Idaho Public Television.

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 the Division of Human Resources at (208) 334-2263.

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

HOW TO APPLY:

Please send a resume and a cover letter expressing why you want to work for Idaho Public Television to:

Joy Baker
Human Resource Associate
joyce.baker@idahoptv.org
1455 N. Orchard Street
Boise, ID 83706

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #15897
COMMUNITY EDUCATION FACILITATOR
JB

304 North 8th Street
Boise, ID 83720

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