



## JOB OPENING NOTIFICATION

**POSITION** Community Engagement Coordinator  
**ISSUED** Thursday, November 11, 2020  
**CLOSE** Until Filled  
**LOCATION** Oklahoma City

The Oklahoma Educational Television Authority (OETA) announces the opening of the part-time non-exempt position titled Community Engagement Coordinator within its marketing and communications department. As the nation's most watched PBS member station, OETA values its relationship with its viewers and donors. The Community Engagement Coordinator will assist in the planning and execution of virtual and in-person (when deemed safe) events strengthening the station's relationship with existing fans and reaching new, diverse audiences. Expect to work remotely 20-25 hours per week during normal office hours (8:30-5:30); this position may grow into a full-time position. OETA employees are currently working from home. Some night and weekend availability is required. OETA superfans with diverse backgrounds are encouraged to apply. The most qualified candidates will be contacted for an interview.

## RESPONSIBILITIES

- Planning and executing events to promote programming and meet station needs
- Managing strict budgets, some of which are grant-funded
- Work with Friends of OETA, OETA's fundraising partner, to plan donor events
- Scouting, scheduling and communicating with venues, caterers and production staff
- Tracks and prepares reports on event engagement for internal and external stakeholders
- Provides valuable feedback on how to improve events, reach diverse audiences and engage donors
- Delivers and sets up promotional materials
- Prepares and edits event script/rundown
- Assists Marketing and Communications Manager as time allows

## QUALIFICATIONS

- 1+ years experience in event planning and/or marketing/public relations/communications
- Passion and knowledge of OETA programming, mission and vision
- Excellent organizational skills are required
- Sets high standards and has a strong attention to detail
- Must be technologically savvy and have direct experience with video-conferencing technology; experience with Adobe Creative Suite preferred
- Outgoing disposition and diverse perspective
- Values teamwork and is flexible
- Excellent written and verbal communication skills
- Values internal and external feedback to meet audience expectations

## COMPENSATION

\$15-17/hr commensurate with experience

## HOW TO APPLY

Send cover letter, application and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501 or email to [employment@oeta.tv](mailto:employment@oeta.tv). Applications are available online at [OETA.tv](https://www.oeta.tv) or in person at 7403 N. Kelley Avenue, Oklahoma City.

**OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.**