



WCTE Central TN PBS, Cookeville, TN

POSITION TITLE: Education and Engagement Coordinator

DEPARTMENT: Education

Job Type: Hourly, Full-Time

Minimum Education: BA Degree in Education or related field

REPORTS TO: Director, Education and Engagement

POSITION OPEN: Until Filled

JOB SUMMARY:

WCTE PBS is seeking an Education & Engagement Coordinator with an education background to oversee the successful development, coordination, implementation, and evaluation of educational projects and events. This individual will work closely with the Director of Education and Engagement to implement the current strategic plan and fulfill the mission of the department. Ideally, the candidate will have an understanding of both the public media and K-12 education ecosystems, be comfortable working independently, and thrive in a fast paced, deadline driven environment.

DUTIES:

- Plan, organize, and execute educational events and engagement
- Find and develop opportunities to share PBS educational resources with the community in partnership with school systems, public libraries, museums, public housing agencies, and other relevant community partners
- Research and write primarily for PBS/CPB grants that support the mission and vision of the station
- Share all of the various free educational platforms and their resources with teachers in the school systems of our designated market area and demonstrate their uses in the classroom
- Assist the Director of Education & Engagement with additional educational projects and directives as needed.
- Identify and communicate with organizations as potential partners to create and maintain a network for educational and community outreach
- Organize and execute grant deliverables as awarded

EDUCATION & EXPERIENCE REQUIRED:

(An equivalent amount of training, education, and experience will also be considered)

- Bachelor's degree in a related field, such as education
- Experience working in public media and/or in an educational setting
- Excellent written and verbal communication skills
- Strong attention to detail and proofreading skills
- Demonstrated ability to work on multiple projects simultaneously while managing deadlines

HOW TO APPLY:

Send resume, cover letter, salary requirements, and three professional references

to: **Email:** dmatson@wcte.org

Human Resources
WCTE Central TN PBS

Mail:
PO Box 2040
Cookeville, TN 38502

NO PHONE CALLS PLEASE

Please visit www.wcte.org for more information

WCTE Central Tennessee PBS offers a comprehensive benefits program that includes medical, dental and vision benefits from date of hire. WCTE has a Simple IRA plan that has a 3% matching opportunity and is eligible based on length of service. WCTE PBS vacation and sick time is set up on an accrual.

WCTE Central TN PBS is an Equal Opportunity Employer.