



**JOB TITLE:** Education & Engagement Coordinator

**DEPARTMENT:** Education and Engagement

**JOB STATUS:** Regular/Full-time

**REPORTS TO:** Director, Education and Engagement

**JOB LOCATION:** In-person, Cookeville TN

**JOB SUMMARY:**

WCTE PBS is seeking an Education and 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 department's mission. Along with the Director, the candidate will oversee the At-home learning initiative, primarily the Tennessee Datacasting project, which is in its final year. 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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serve as a project manager for the final year of the Datacasting project.
- Support educator training and family engagement events by purchasing and preparing materials for children, parents, and educators.
- Collaborate with education and marketing teams to create marketing materials including e-newsletters, web content, family pages, and ads.
- Work collaboratively to write, edit, and proof digital and print communications, including curricular items.
- Participate in monthly PBS Kids & Education webinars to keep the department current on PBS system opportunities and requirements.
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- Manage partner calls, emails, questions, and requests for teacher workshops, community education events, and online training.
- Lead the station education outreach team by coordinating and managing education events and volunteers.
- Communicate and coordinate with departments throughout the organization on education projects.
- Assist with grant applications and events collateral needs by maintaining timelines, research, providing copies, and delivery of grant materials.
- Maintain inventory of available education events and promotional items.
- Maintain excellent internal and external communications, both verbally, and in writing.
- Provide occasional administrative support for the Education department as needed.

#### **QUALIFICATIONS:**

- Bachelor's degree preferred, or high school diploma with 3 years of relevant experience.

#### **DESIRED SKILLS AND ABILITIES:**

- Creative and collaborative team player
- Attention to detail and ability to meet deadlines
- Working knowledge of Microsoft Office programs
- Capacity to run online meetings on platforms including Zoom
- Available to travel to events throughout the WCTE service area as needed
- Occasional night and weekend events
- Fluency in spoken and written Spanish is a strong plus

#### **HOW TO APPLY:**

***Send resume, cover letter, salary requirements, and three***

***professional references to Email: [dmatson@wcte.org](mailto: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](http://www.wcte.org) for more information

**WCTE Central TN PBS is an Equal Opportunity Employer**