



POSITION SUMMARY

WCTE PBS seeks an Education & Engagement Coordinator to support the station's federally funded educational mission by coordinating, implementing, and evaluating education and community engagement initiatives in alignment with PBS system standards, grant requirements, and public media best practices. This position supports compliance with PBS Education initiatives and station-level strategic objectives.

Working under the direction of the Director of Education & Engagement, the Coordinator plays a key role in stewarding education grants and partnerships, maintaining accurate documentation and reporting, and ensuring educational activities meet PBS, CPB, and funder expectations.

The ideal candidate has experience in education or youth-serving programs, demonstrates strong project and stakeholder management skills, and understands the intersection of K–12 education, public broadcasting, and community impact.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate and manage education initiatives in accordance with PBS Education guidelines and funder-specific requirements.
- Support educator professional development, student learning, and family engagement activities by preparing instructional and outreach materials aligned with PBS KIDS and station-approved educational frameworks
- Maintain accurate records, documentation, and inventories to support grant compliance, reporting, audits, and internal reviews.
- Collaborate with Education, Marketing, Digital, and Programming teams to develop and disseminate education-related content, including e-newsletters, web pages, family resources, and promotional materials consistent with PBS branding and messaging standards.
- Write, edit, and proofread educational, promotional, and grant-related materials for digital and print distribution.
- Participate in PBS system webinars, trainings, and education calls to remain current on national initiatives, compliance requirements, reporting expectations, and funding opportunities.
- Serve as a primary point of contact for educators, school districts, and community partners, managing communications related to workshops, training, outreach events, and online learning opportunities.
- Coordinate education outreach events, including logistics, volunteer support, partner engagement, and on-site execution, ensuring accessibility and alignment with station policies.



- Work cross-departmentally to support integrated station initiatives and ensure education activities align with programming, marketing, and community engagement strategies.
- Assist with grant applications and renewals by supporting research, drafting narrative components, maintaining timelines, and preparing required supporting materials.
- Track and maintain inventory of educational materials, outreach kits, and promotional items to support station events and grant deliverables.
- Maintain professional, consistent, and timely internal and external communications in support of WCTE's public service mission.
- Provide administrative and operational support to the Education & Engagement department as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's degree in education, communications, public administration, nonprofit management, or a related field preferred; or a high school diploma with a minimum of three (3) years of relevant experience in education, nonprofit, or public service programming.

DESIRED SKILLS AND ABILITIES

- Demonstrated understanding of or experience with public media, nonprofit, or grant-funded educational programming
- Strong organizational and project management skills, with attention to detail and compliance-driven work
- Ability to manage multiple projects while meeting reporting and documentation deadlines
- Proficiency with Microsoft Office, Google Suite, and standard digital collaboration tools
- Experience coordinating or facilitating virtual meetings and trainings using platforms such as Zoom
- Ability to travel throughout the WCTE service area as required
- Availability for occasional evening and weekend events
- Fluency in spoken and written Spanish is a strong plus

WCTE PBS is an equal opportunity employer and values diversity, equity, and inclusion in its workplace and programming.

HOW TO APPLY:

Send resume, cover letter, salary requirements, and three professional references to **Email:** ahutchins@wcte.org