



STATE OF IDAHO
invites applications for the position of:

Community Education Specialist

SALARY: \$23.31 - \$25.50 Hourly
DEPARTMENT: Idaho Public Television
OPENING DATE: 10/10/22
CLOSING DATE: 10/24/22 11:59 PM Mountain

This position will be located in Idaho Public Television's Office in Boise, Idaho.

This is a full-time position with benefits.

Idaho Public Television is seeking a dynamic and outgoing educator to join our education team, working with parents, educators and community organizations.

As the Community Education Specialist, you will 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 in 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.

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

Example of Duties

The Community Education Specialist will:

- Share Idaho PTV 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.
- Collaborate on grant proposal preparation, execution, and rigorous reporting requirements including managing and adhering to project budgets.
- 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.
- Collaborate with Idaho PTV education and outreach staff, production staff, and communication colleagues to develop and feature a consistent voice and experience for our users across products and content areas.
- Ensure that work products and organizational interactions engage diverse perspectives.
- Assist with other Idaho PTV educational initiatives as needed.
- Conduct research on resources and materials for a variety of educational programs and solicit and evaluate response to services provided
- Responsible for helping to publicize their projects/programs through development of press releases, newsletters, brochures, lectures, talks to civic and other community groups and workshops for educators
- Respond to inquiries regarding agency education programs, resources, materials and procedures
- Other duties as assigned.

Minimum Qualifications

- Researching, planning, developing, writing, and evaluating 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.

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
- Bachelor's degree in Education or equivalent combination of education and experience serving children, families, and educators.

- Experience training others, presenting to a group, and effective public speaking.
- Valid driver's license.
- Bilingual (preferred, not required)

Supplemental Information

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 in 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 educational technology practices.
- Ability to travel around Idaho 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
- Ability to lift up to 50 pounds occasionally.

This position involves some 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 the Idaho Public Television, please visit our website at: idahoptv.org.

Working for the state offers the ability to easily balance work and life commitments, including benefits such as a flexible work schedule, [PERSI](#) retirement, [medical/dental](#) insurance, a [wellness program](#) and [state-facilitated training](#).

Make a difference in your community and in the lives of the citizens of Idaho today by applying to be a Community Education Specialist 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.

Agency

State of Idaho

Address

304 North 8th Street
Boise, Idaho, 83720

Website

<https://www.governmentjobs.com/careers/idaho>