



7403 N. Kelley Ave., Oklahoma City, OK 73111

JOB OPENING NOTIFICATION

POSITION: OETA Education Program Manager
ISSUED: March 22, 2023
CLOSE: Until Filled

The Oklahoma Educational Television Authority announces the opening of the full-time position titled **Education Program Manager** located in **Oklahoma City**. This position will lead the OETA public media sector education initiatives and programs. The most qualified candidates will be contacted for an interview.

RESPONSIBILITIES:

The Education Program Manager will be responsible for developing and implementing a variety of educational media programs, including curriculum development, teacher training, and community engagement. The ideal candidate will have experience in program management and development, as well as a passion for lifelong learning, public media, and community engagement.

DUTIES:

- Develop and manage education programs and initiatives in collaboration with internal and external stakeholders, ensuring alignment with organizational mission, goals, and strategic plan.
- Conduct research on education trends, best practices, and community needs to inform the development of new programs and initiatives.
- Collaborate with content producers, instructional designers, and other stakeholders to develop, evaluate, and update educational media content and materials, including video, audio, and digital content.
- Develop and manage program budgets, timelines, and resources, ensuring efficient and effective program delivery.
- Plan and deliver professional development and training opportunities for educators and other stakeholders, both in-person and online.
- Foster partnerships and collaborations with community organizations, schools, and other stakeholders to support program delivery and sustainability.
- Develop and implement evaluation strategies to assess program effectiveness and impact and use data to inform continuous improvement.
- Manage and supervise program staff, volunteers, and interns, providing guidance and support to ensure program success.

PREFERRED QUALIFICATIONS

- Bachelor's degree in education, communications, or a related field.
- 3-5 years of experience in program management and development, preferably in an educational or non-profit setting.
- Strong leadership and management skills, with experience supervising and coaching staff, volunteers, or interns.
- Demonstrated ability to develop and manage complex programs and projects with multiple stakeholders and timelines.

- Strong written and verbal communication skills, including the ability to communicate effectively with a diverse range of stakeholders.
- Proficiency in Microsoft Office and Google Suite, and experience with project management software or CRM systems.
- Familiarity with public media and educational media content, and a passion for education and community engagement.
- Experience in program evaluation and data analysis, with a focus on continuous improvement.
- Ability to work collaboratively as part of a team and build positive relationships with program partners and participants.
- Ability to work occasional evenings or weekends, as needed, for program events or activities.

COMPENSATION

Salary range: \$40,000 - \$45,000. A generous benefit package including health, leave, retirement plus much more is included.

HOW TO APPLY: Send cover letter, application and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501. Applications can be downloaded from www.oeta.tv or in person at 7403 N Kelley Avenue, Oklahoma City.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER