



Who We Are: With the support of our members and sponsors, Rhode Island PBS serves the needs of all generations within Rhode Island and southeastern Massachusetts. We spark imagination, explore our history, and reflect the values of our diverse community. Guided by civic engagement, we provide unique, high-quality local, national, and international programming and digital content that educates, inspires, and engages.

Position Title: Education Services Associate

Reports To: Director of Education Services

Supervises: None

Location: Providence, Rhode Island

Exempt/Non-Exempt: Non-Exempt

Summary: The Education Services Associate will provide administrative and project support for all Education Services Department initiatives providing content, resources, and services to support teaching and learning for educators, students, parents, and learners of all ages in our community, with a special focus on digital literacy.

Specific Duties (including but not limited to):

Administration:

- Provide general administrative support for the full range of Department efforts.
- Detailed organization, drafting, and completion of required documentation, agreements, contracts, and purchase orders.
- Support planning, promotion and presentation of meetings, trainings, workshops, and events, including scheduling, catering, preparing materials, recording minutes, etc.
- Maintain inventory of educational event materials and promotional items.
- Respond to constituent emails/telephone calls.

Project Support:

- Collaborate with education specialists, internal departments, and external partners to plan and implement grant-funded projects and meet project deliverables.
- Contribute to project reporting, grant and proposal writing efforts as assigned.
- Support implementation of Ready To Learn: Learning Neighborhoods early childhood education grant project.
- Support development of digital instructional PreK-12 media resources for distribution on PBS LearningMedia.
- Assist with Department communications efforts, including monthly e-newsletter,



webpages, and social media accounts.

Position Qualifications:

- BA/BS in Education, Liberal Arts, Communications and 1-3 years of experience required; or equivalent combination of education and experience working in an education centered organization.
- Willingness and ability to work occasional varied hours as needed for events (evenings and weekends) required (factored into a maximum 40-hour workweek).
- A valid Driver's License is required.
- Occasional travel, up to 20% (1 day per week), required between program partners in locations throughout Rhode Island.
- Willingness and ability to teach others how to effectively use technology
- Proficiency and literacy around appropriate technology application use in early and continuing education settings.
- Demonstrated experience and/or proficiency in productivity applications including Microsoft Office and Google Workspace required; experience with design applications (e.g. Adobe Suite) and/or online content management systems a plus.
- Self-motivated with effective organizational skills and planning abilities that allow for successful multi-tasking in a deadline-driven, creative, and collaborative environment.
- Effective communication skills, especially written/verbal, required for internal communications and task coordination and frequent interaction with educators, students, partners and the public.
- Proven ability to run online meetings using platforms such as Zoom, Google Meet, etc.
- Bilingual preferred with strong verbal and written communication skills in both English and Spanish.
- Experience/familiarity with video/TV production a plus.
- Special attention will be paid to applicants with demonstrated experience, interest and enthusiasm in education, public media, new media and/or instructional technology, digital and media literacy, and digital authorship.

What We Offer:

At Rhode Island PBS, we foster a creative, dynamic workplace where employees can thrive, grow and connect with our mission. We offer a comprehensive benefits package that includes:

- *Health and Wellness Benefits* including health, dental and vision insurance;
- *403(b) Retirement Plan Benefit* that includes a 100% matching contribution up to 6% of the employee's contribution, plus a pre-tax employer discretionary match up to 2% of the employee's compensation;



- *Paid Time Off* package of 25 days, as well as a minimum of 12 holidays each year;
- *Other Benefits Options* include a flexible spending account, life insurance, long-term disability insurance, pet insurance, and other voluntary insurance options.

How to Apply:

Interested applicants should email their resume and cover letter to careers@ripbs.org. No phone calls, please.

Applications will be reviewed on a rolling basis, but applications submitted by July 30, 2024, will receive priority consideration. Please indicate the position you are applying to in your email's subject line.

Rhode Island PBS is an equal opportunity employer committed to maintaining a diverse and inclusive workplace. People of color, people with disabilities, and LGBTQ candidates are encouraged to apply. We consider all applicants without regard to race, color, religion, gender identity, gender expression, sex, sexual orientation, national origin, age, disability, military service, or genetic information.