



Who We Are: With the support of our members and sponsors, WSBE 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: Early Childhood Education Specialist

Reports To: Director of Education Services

Location: Providence, Rhode Island

About the Education Services Team: The Rhode Island PBS Education Services Department provides content and services to support both teaching and learning for educators, students, parents, and learners of all ages in our community. High-quality public media content and resources are adapted for instructional use, supplemented by in-person and virtual workshops, trainings and community engagement events. The Early Childhood Education Specialist will report to the Director of Education Services, and provide coordination and administrative support for a range of projects with special focus on early learning initiatives for children ages 2-8.

What the Early Childhood Education Specialist Position Does:

- Coordinate existing early learning initiatives and ongoing distribution of PBS Kids and Ready To Learn content and services.
- Provide expertise on how best to engage and support early education stakeholders, including children, families, caregivers, and educators, adapting, developing, and delivering programs in both formal and informal settings, especially in high-needs communities.
- Develop partnerships and collaborations with early learning educators, libraries, school districts, childcare centers, family childcare providers, and other local educational organizations to expand reach and impact of department efforts.
- Coordinate with PBS, CPB, other public media system colleagues, internal departments and external partners to plan and implement projects and meet required deliverables.
- Document effectiveness of programs by obtaining, compiling, and analyzing qualitative and quantitative data for grants and internal improvement.
- Serve as project manager on specific initiatives as assigned by supervisor, including developing and maintaining project documents, timelines, reports, and deliverables.
- Seek opportunities to plan, promote and present in-person, hybrid, and virtual trainings and workshops on PBS educational resources, including demonstrating best practices on media and technology integration.
- Participate in Education Services Department appearances at events, exhibits, and conferences.
- Lead or support grant proposal and reporting efforts as needed.
- Contribute to department communications with drafting and design of messaging, including print pieces as needed.

Position Qualifications:

- Bachelor's degree in Education, Early Childhood Education, or related field and teaching certification, familiarity with state and national academic standards for Early Childhood Education along with 3-5 years of experience required; or equivalent combination of education and experience.
- Experience in creating and delivering presentations such as professional development and/or lesson plans, curriculum, and activities for early childhood educators required.
- Bilingual required with strong verbal and written communication skills in both English and Spanish.
- Project management, collaboration and problem-solving skills with ability to multi-task, set priorities and execute a variety of projects required.
- Must be able to connect with children, families, educators, and caregivers.
- Proficiency in and adaptability for learning wide array of technology to support student learning (Microsoft Office, Google, Adobe, Zoom, etc.) required; experience with online Content Management Systems preferred.
- Familiarity with PBS LearningMedia, PBS KIDS, etc. a plus.
- Experience with developing/writing grant proposals preferred.
- Special attention will be paid to applicants with demonstrated experience, interest and enthusiasm in early childhood education, public media, new media and/or instructional technology, digital and media literacy, and digital authorship.
- Occasional travel required between program partners in locations throughout Rhode Island.
- Willingness and ability to work occasional varied hours as needed for events (evenings and weekends) required (factored into a maximum 40-hour workweek).

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 Benefit Options* including a flexible spending account, life insurance, long-term disability insurance, pet insurance, and other voluntary insurance options.

How to Apply: Interested applicants can email their resume and cover letter to careers@ripbs.org.

Please indicate the position to which you are applying. Applications will be reviewed on a rolling basis but applications submitted by July 3, 2023 will receive priority consideration. No phone calls, please.

Rhode Island PBS is an Equal Opportunity Employer committed to maintaining a diverse and inclusive workplace.