

**WTCI, The Greater Chattanooga Public Television Corporation, is currently seeking to fill the position of**

**Ready to Learn Education Assistant**

**Please submit resume and cover letter to:**

**WTCI**

**Human Resources**

**7540 Bonnyshire Drive**

**Chattanooga, TN 37416**

**jobs@wtciTV.org**

**At WTCI PBS, we believe that every family in the Tennessee Valley deserves great media – so for the past 50 years, we’ve strived to provide people of every age and interest with a classroom, a passport, and a stage for the arts. And now you have an opportunity to join our Ready to Learn Educational team!**

**Summary:** Under the general direction of the Director of Development and the Manager of Educational Content and Services, the Ready to Learn Education Assistant will assist in implementing the Ready to Learn Neighborhood Grant. This is an entry-level part-time hourly position.

**Duties and Responsibilities:**

- Assist the Manager of Educational Content and Services with lesson preparation, including creating and collecting materials and setting up equipment for workshops or community engagement activities.
- Provide event preparation activities, including food ordering, expense tracking, and reporting.
- Track attendance, determine eligibility for *Tech Goes Home*, and all data for the RTL reporting requirements.
- Provide extra help to workshop attendees as needed.
- Attend RTL staff and partner meetings.
- Collaborate with the team to identify issues and recommend solutions.
- Create social media posts and articles about RTL and education.

**Other Skills**

- Excellent communication skills, including writing, public speaking, and interpersonal conversation.
- Great organization and planning skills.
- Collaboration and teamwork abilities.
- In-depth knowledge of RTL subjects.
- Understanding of pedagogical best practices.
- Ability to work with adult learners of various learning abilities.
- Patience, empathy and acceptance.
- Compassionate, positive and encouraging attitude.
- Familiarity with PBS Kids.

**Education**

BS or BA in Education; Child Development Associate; Human Services

**Experience**

Preference is given to applicants with relevant experience in education from a practicum, student teaching program, or training program. Other relevant experience roles in customer service, administrative support, communication, organization, and interpersonal skills.

This position is a part-time hourly position.

\$15/hour 25 hours/week.

**All interested candidates must submit a resume and cover letter for consideration.**

**WTCI is an Equal Employment Opportunity Employer**