



The Greater Chattanooga Public Television Corporation is currently seeking to fill the position of **Coordinator of Educational Services**

Please submit resume and cover letter to:

WTCL PBS Human Resources

7540 Bonnyshire Drive, Chattanooga, TN 37416

jobs@wtclTV.org

Job Title: Coordinator of Educational Services

Prepared Date: October 17, 2025

Summary: Under the general direction of the Chief Content & Engagement Officer, the Coordinator of Educational Services will be responsible for executing the overall education strategy at WTCL PBS.

The position is responsible for managing outreach initiatives, creating, developing, and nurturing education-based relationships with community members and organizations, and collaborating with the WTCL content and engagement team to develop relevant content and engagement experiences.

With supervision from the Chief Content & Engagement Officer and supporting program efforts, the Coordinator of Educational Services will also be responsible for educational grant research, submittal, reporting, and management. They will also work closely with PBS Station and Education Services, PBS KIDS, and PBS Learning Media.

Key Responsibilities:

- Coordinates relationships between WTCL and classroom teachers, school administrators, at-home learners, community centers, and area nonprofits to implement education-based outreach programs throughout our service area.
- Initiates project development for education content, including resource assessment, project timelines, and deliverables.
- Sets focus and direction for educational, promotional, and outreach activities to maximize community impact.
- Based on analysis of current trends and “best practices”, recommends adoption/incorporation of PBS station content subject matter, educational initiatives, and industry technology. (Resource examples: PBS Education Learning Resources, PBS KIDS, Tennessee Department of Education, PBS stations-generated content, and regional education sources)

- Is active with PBS, NETA, and other Education Resource Groups.
- Assists in revenue generation to sustain the department through collaboration on grants and funding requests.
- Plans and schedules group visits to the station and student activities, and hosts tours of the station utilizing appropriate resources.
- Participates in community resource fairs to disseminate education-related information.
- Organizes educator workshops related to PBS Learning Media and PBS KIDS resources.
- Maintains organized files on all projects, contacts, production requests, and other correspondence.
- Maintain continuous knowledge of emerging media technologies, trends, and competitive offerings. Anticipates impact and application to new and existing services.
- Adheres to all station policies and industry, State, and Federal regulations as they apply to the station's education activities.
- Coordinates the activities and schedules of education interns and volunteers.
- Assists in communicating the impact of our educational efforts for presentations, reports, meetings, pitches, and grants.
- Serves as the primary station contact person for education.
- Assists in other departments as assigned.

Required Qualifications:

- Bachelor's degree required from an accredited institution
- Minimum of 5 years of experience in education, educational outreach, or nonprofit program coordination
- Demonstrate strong written, verbal, and interpersonal communication skills
- Proficient in Google Workspace
- Availability for flexible hours, including evenings and weekends

Salary Range: \$45,000 - \$50,000 based on experience

Benefits:

- 401(k) Retirement Plan
- Health, Dental, Vision, and Life Insurance
- Paid time off
- Professional Development Opportunities
- Supportive, mission-driven work environment

All interested candidates must submit the following to jobs@wtcitv.org:

- Resume
- Cover letter addressing relevant experience
- Salary range requirements.

WTCI is an Equal Employment Opportunity Employer