

Job Posting Community Education Coordinator

ABOUT DETROIT PUBLIC TV

Detroit Public TV (DPTV) is Michigan's largest and most watched television station serving Southeastern Michigan and serves the most diverse public television audience in the country. DPTV is also the state's only community-licensed station, meaning it operates independent of any educational, government or other institution. Its funding comes from the community it serves.

Each week more than two million people watch our four broadcast channels, and nearly 200,000 people listen to our radio station, WRCJ 90.9 FM for classical days and jazzy nights. In addition, DPTV is building the next generation of public media with our rapidly growing digital presence which has grown to reach more than half a million unique visitors through our website, YouTube channels, and social media platforms each month.

Our core values: excellence, innovation, trust, diversity, engagement, and financial sustainability are evident in everything we do. From the engaging content we provide, to the way we work with viewers, supporters, board members and employees, to the local events we host, DPTV connects with thousands of our fellow community members each year.

The Opportunity

We are actively pursuing a dynamic and diverse team member to join us in the role of Community Education Coordinator. The station offices are in Wixom, MI but much of the actual work will occur within the city of Detroit and other urban neighborhoods in Southeast Michigan.

The Community Education Coordinator helps to establish trusted relationships and partners within the education community at all levels, but especially with preschool and K-12 organizations, educators, and caregivers. Our goal is to listen to the community needs and collaborate with community-based partners to assess how DPTV's education services might address those needs. This position plans and conducts trainings and workshops for families, caregivers, and/or educators and helps communicate learning materials and activities from PBS and other sources to further the educational goals of each group. Our goals align with and support the efforts of the Hope Starts Here initiative to raise early childhood quality and resources in the city of Detroit.

Does the idea of joining our team of dedicated professionals with different backgrounds and experiences excite you? If so, we invite you to join us in our mission to educate, engage, entertain, and inspire through the power of public media.

For more information about DPTV, please visit the website www.dptv.org.

Essential Functions

- Maintain and develop collaborative relationships with local community organizations, through consistent contact and conversations
- Conduct needs assessments of assigned neighborhoods and communities, to understand the assets and challenges faced by residents and to prioritize their educational needs
- Serve as the operations lead for the Ready to Learn grant, building awareness of project activities within the station and among key stakeholders. In service of these objectives, this position will:
 - Keep accurate records of all activities and related data
 - Complete monthly interim narrative reports
 - Participate in project meetings
 - Conduct facilitator trainings at partner sites with parents, caregivers, and educators
 - Implement/Support education content through workshops

- Recommend key partners to work with DPTV in addressing neighborhood educational needs
- Recommend, organize, and conduct training workshops for Pre-School U, Ready to Learn, and other station and PBS programs, working directly with parents and families, as well as training and coaching educators and family advocates in workshop implementation
- Participate in the execution of on-site community events, such as Daniel Tiger Day or neighborhood celebrations.
- Help organize, plan for, and execute educator EdCamps throughout the region
- Participate in evaluation of engagement and training efforts, in collaboration with local research partners
- Foster opportunities to strengthen DPTV's education presence in the community through meetings, publications, and email communications, including publishing stories of success in the form of video, blog posts and other shareable media.
- Curating content for regular education newsletters
- Other duties as assigned, including participation in station fundraising events and stakeholder updates.

Skills

- Demonstrated ability to develop and maintain relationships; ability to establish rapport and trust with a wide range of people
- Ability to communicate with parents and children, with experience working with at-risk communities
- Commitment to quality programs and data driven program evaluation
- Strong organizational skills and the ability to manage multiple projects concurrently
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent public speaking skills
- Proficiency in MS Office applications
- Ability to troubleshoot technologies such as tablets, computers, smart boards, etc.
- Persistence and follow through in coordinating meetings with partners
- Be highly self-directed and self-motivated carrying out assignments, consistently reporting results back to the supervisor

Qualifications

- Bachelor's degree in Education or related field preferred
- Experience working with diverse populations
- Involvement with volunteering and networking within the education community
- Ability to travel within Southeast Michigan using personal vehicle and occasionally travel overnight
- Experience with non-profit organizations
- Experience working with U.S. Government grant programs
- Must have reliable transportation and be willing to work varied hours

What you'll get:

As part of the DPTV family, you will enjoy a complete package of benefits, including medical, dental, vision, 403(b) with employer match, HSA/FSA, life insurance, paid vacation days and paid holidays.

In addition to the benefits you would expect, our engaging and welcoming environment is a place where you can:

- Experience the rewarding feeling of knowing you are a part of an organization committed to the greater good of the community.
- Take a little time for fun and friendship. It's not uncommon to catch people doing yoga together at lunch, conversing about their favorite part of a story during a book club meeting or enjoying a walk around the pond on a nice sunny day.
- Continue to grow and learn through opportunities for personal and professional development.
- Share your input, knowing that your ideas are valued and always welcome.
- Be yourself! We believe your uniqueness makes you an even greater asset to the team.

How to Apply:

Send resume and cover letter to:

HumanResources@dptv.org

Human Resources

WTVS Detroit Public Television

1 Clover Court

Wixom, MI 48393-2247

*No telephone calls or third parties. Please include the title of the position in the subject line of the email.

Posting Date: 3/9/2021

Detroit Educational Television Foundation, d/b/a Detroit Public Television and WRCJ 90.9 FM, is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, disability status, marital status, military status, or protected veteran status. Employment decisions at Detroit Public Television will be based on merit, qualifications, and abilities. The specific statements above are not intended to be all inclusive.