



## **POSITION AVAILABLE**

### **Manager WQED SmartSchools**

The purpose of this position is to manage the network of WQED SmartSchools. Collaborating to create impactful programs designed to encourage family engagement and a love of learning through hands-on, family-centered activities. The manager of this project will assure that all schools participating in SmartSchools will have access to WQED/PBS-themed programs that support 21st century learners by building a community that leads and sustains a new approach to educational media.

Responsibilities include but are not limited to:

- Support partners through curating, creating, and assembling resources that can be used with in-person, virtual, outreach, and grab-and-go programming.
- Curate programs for schools and community partners using PBS and WQED resources.
- Create new resources using media created by PBS Kids, PBS or WQED to support schools and community partners.
- Assemble PBS and WQED resources into guides, webpages, tool-kits for schools and community partners.
- Attend in-person and virtual SmartSchools programs whenever necessary to assist educators with implementation of PBS programming.
- Track and enter statistics, complete reports/evaluations for funders.
- Track program numbers and events. Develop a system that will curate and collect data from partners.
- Complete or provide information for evaluation reports, grant applications and metrics reports for internal use and external partners/funders.
- Develop and present professional development workshops around a variety of topics to a variety of audiences including educators (traditional and nontraditional), parents, caregivers, and colleagues.
- Use WQED and PBS Kids content and resources to create innovative, informative and engaging professional development for educators.
- Create and update professional development and programming resources for the SmartSchools webpage, and PBS Learning Media.
- Compose monthly newsletters to SmartSchools sharing out new resources, upcoming programming opportunities and Professional Development workshops and recordings from both WQED and PBS Kids.
- Be prepared to create, submit and present workshops at national and local levels that elevate the work being done by the WQED Education Team and our partners.
- Network with other community partners to help support their communities and programming.
- Meet with community partners and assess their strengths and needs.
- Leverage the WQED network of collaborators to connect organizations and resources to support and elevate the work of local schools and their communities.

Required education and skills:

- Bachelor's Degree required.
- 3-5 years of early education experience required.
- Excellent verbal and written communication skills.
- Comfortable using Microsoft Suite and Adobe software.
- Driver's license and reliable transportation.
- Ability to organize and efficiently execute timelines.

- Experience creating and maintaining budgets.
- Excellent time management skills.

Candidates should send a resume and cover letter with salary requirements to [careers@wqed.org](mailto:careers@wqed.org). No Phone Calls Please.

*WQED is an Equal Opportunity Employer  
with leadership and a culture that supports diversity and inclusion*