

# EDUCATION & COMMUNITY AFFAIRS SPECIALIST



## Job Description

Basin PBS serves the Permian Basin with programming and services of the highest quality. As a trusted, community-licensed television station/non-profit organization, Basin PBS empowers West Texans to achieve their potential.

**Position Summary:** Basin PBS (KPBT) is seeking a full-time Education & Community Affairs Specialist. This position will primarily be focused on the continuing growth of the volunteer program and education department through planning, coordinating, facilitating, and evaluating events that engage children and families in our community. This position also provides PBS learning resources to educators, caretakers, and childcare centers through training and community-based events. This position will require working some weekends and evenings for events within the community. Applicants must be able to stand on their feet for long periods of time, lift a minimum of 20lbs, and perform other duties as assigned.

### Responsibilities:

- Develop and maintain working relationships with area volunteer organizations.
- Manage and coordinate volunteers for community events and office needs.
- Represent Basin PBS at selected community events to promote Basin PBS, PBS KIDS, LearningMedia, and other educational resources.
- Routinely maintain the PBS Kids area at the Midland International Air and Space Port.
- Attend regular nonprofit coalition meetings.
- Assist the Education Director in planning of education events.
- Schedule and organize mascots for events.
- Understanding PBS LearningMedia to create trainings and presentations for teachers, parents, and caretakers.
- Perform various office duties including spread sheets, filing and other duties as needed.

### Qualifications:

- High school diploma or equivalent with some college.
- Excellent verbal, written, and visual communication skills.
- Computer skills and proficiency in Microsoft Office.
- Previous experience working with children.
- Ability to manage projects and execute programs.
- Creative and collaborative mindset.
- Desire to grow and learn professionally.

Basin PBS is proud of the team we've created. If you are seeking a supportive atmosphere, love collaborating with others, and believe trust is important in your career, we want to talk to you!

Please email your resume to Bill Williams at [bwilliam@basinpbs.org](mailto:bwilliam@basinpbs.org). No phone calls please.

Basin PBS is an equal opportunity employer.