



# **Job Announcement**

## **Early Learning Specialist**

**(This is a time-limited position expected to last approximately 2 years)**

The GPB Early Learning Specialist reports to the Director of Education and works across the organization and with partners to create and disseminate high quality, standards-based, early learning initiatives that augment and extend the reach and value of GPB and PBS KIDS audience broadcast and web productions. The Early Learning Specialist works closely with GPB's education partners and provides counsel to GPB on how best to engage and serve children, families, educators, and caregivers in Georgia.

### **Candidate Responsibilities:**

- Promote and distribute PBS KIDS and GPB content and resources to parents, educators, and early learning community organizations through workshops, trainings, and outreach events across Georgia, including managing the PBS KIDS Writers Contest and communications about GPB's early learning events.
- Organize and facilitate camps, after school programs, workshops, trainings, and family events using the research-based, interactive resources from PBS KIDS to improve learning outcomes for children ages 2-8.
- Work with PBS, CPB, and other public media system colleagues to ensure projects are developed and managed using best practices that align with goals and priorities
- Collaborate with GPB education, community engagement, and communications staff to develop a consistent voice and experience for all users across products and content areas.
- Grant proposal preparation, execution, reporting requirements, managing and adhering to project budgets.
- Assist with other GPB programmatic and educational initiatives as needed.

### **Candidate Qualifications:**

- Bachelor's degree in early childhood education; master's degree or higher in early childhood education preferred.
- One to three years+ of proven experience managing education-related projects in early education; and/or five years plus+ of experience in education or related field preferred.
- Ability to work with diverse constituencies, partners, and stakeholders, locally and nationally, and ability to communicate with tact, diplomacy, and professionalism while representing GPB to families, educators, partners, and the general public.
- Proven track record of improving learning outcomes.
- Experience with project and/or event management and facilitating professional learning.
- Familiarity with PBS KIDS programs and knowledge of Georgia's early learning landscape.
- Excellent research, writing, communication. and organizational skills.
- Bilingual in English and Spanish preferred.
- A desire to learn and a proactive attitude, as well as an ability to adapt quickly to change.
- Proficiency in Microsoft Office, Google Suite, Apple technology (iPads, etc.), and current EdTech trends.
- Ability to travel Georgia to collaborate with GPB Education partners, educators, and school districts as projects warrant. Must be able to work evenings and weekends, on occasion. Valid driver's license.

**We Offer:** Paid holidays, vacation and sick leave, retirement plans; Pre-tax benefits for health, dental, vision, life, specified illness and accidental insurance; Health and child care spending accounts; Disability insurance; and opportunities for training and professional development.

**To Apply:** Upload resume, references, and applicant form on the GPB Job Center located at [www.gpb.org/jobs](http://www.gpb.org/jobs). ONLY Applications submitted through the GPB Job Center WILL BE ACCEPTED.

**Deadline to Apply:** Open Until Filled

**Georgia Public Broadcasting is an Equal Opportunity Employer.**

**DATE POSTED: August 1, 2018**

**RECRUITMENT NUMBER: C-18-18**