



## **Job Announcement** **Education Outreach Specialist**

**(This is a 2-year time-limited position)**

Georgia Public Broadcasting's Education and Digital Services Team is hiring an Education Outreach Specialist who will provide school-based workshops and professional development on GPB's digital resources with a particular focus on emerging instructional technology such as virtual and augmented reality. The Education Outreach Specialist position reports to the Education Director. Candidates located throughout Georgia are encouraged to apply.

### **Candidate Responsibilities:**

- Collaborate with educators to provide classroom workshops that incorporate emerging instructional technology such as GPB's recently-launched virtual and augmented reality resources.
- Provide professional development sessions for educators on emerging instructional technology.
- Serve as GPB's subject matter expert on emerging instructional technology and provide recommendations to GPB education team on best practices.
- Builds relationships with educators, schools, school systems and other education stakeholders
- Prepares a variety of documents, reports and written materials (e.g. registrations, activity logs, email/phone logs, etc.) for the purpose of tracking relationships, site visits, communications.
- Responds to inquiries from a variety of internal and external stakeholders (e.g. educators, school and district leadership, GPB staff, etc.).
- Ability to travel statewide for on-site workshops, trainings, conferences.
- Handle multiple tasks and priorities and other duties as assigned.

### **Candidate Qualifications:**

- Bachelor's degree or higher in education or related field and 3 years plus related experience.
- Master's degree or higher in education or related field and 5 years plus, preferred.
- Demonstrated experience writing standards-based lesson plans and utilizing educational technology to enhance learning goals.
- Strong knowledge of latest instructional tools, strategies, and technologies, including virtual and augmented reality.
- Strong writing, editing, and proofreading skills are essential, including ability to present concepts verbally; confidence as a communicator and presenter is a must.
- Excellent organizational and time management skills with a strong attention to detail.
- Demonstrated ability to work under changing priorities and effectively manage multiple projects, tasks, and deadlines.
- Highly resourceful and proficient in Microsoft Office, Google Suite, and be able to quickly pick up other software applications as needed.
- Experience managing projects with deadlines and demonstrated innovation and creativity.
- Must have a reliable mode of transportation. Some statewide travel and light lifting required.
- 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, cover letter, list of three 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 with a complete application, resume AND cover letter WILL BE ACCEPTED.

**Deadline to Apply: Open Until Filled**

Georgia Public Broadcasting is an Equal Opportunity Employer.

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