Public Broadcasting Atlanta (PBA) is a non-profit organization formally called Atlanta Educational Telecommunications Collaborative, Inc. (AETC). As a broadcast service, PBA is comprised of WABE90.1FM and ATL-PBA (TV). For more information on the broadcast service, programming and opportunities, please visit www.wabe.org

Job Title:  Education Program Manager
Public Broadcasting Atlanta (PBA) is seeking an Educational Program Manager to manage and support activities associated with the station’s education pillars—community media literacy and arts/culture education.

Accountabilities:
Primary responsibilities include overall operations and successful completion of strategic and administrative tasks associated with the station’s overall community-education goals, including outreach to the community, local school systems and educational organizations and working with development to secure grants and report to funders. The Program Manager is responsible for overseeing the planning, execution, and quality assurance of the station’s educational initiatives and events.

Knowledge, Skills and Abilities:
- Degree from a regionally accredited college or university
- Minimum of three (3) years of related experience, including managing a program, budgeting, program recruitment and training management
- Experience managing, designing, implementing, and evaluating projects
- Demonstrates exceptional communication skills to coordinate with donors, funders, and other key stakeholders
- Proven ability to write technical reports, program documents, and deliver presentations
- Must be able to travel locally/domestically
- Strong organizational skills: ability to operate in this role autonomously; ability to multi-task, prioritize and meet deadlines
- Must demonstrate attention to detail and accuracy, time management skills, and follow-through
- Ability to work with sensitive information and maintain confidentiality
- Effective problem-solving skills; must demonstrate excellent analytical skills, sound judgment and good decision-making

Work Environment & Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required (up to 5 lbs.), filing documents or store materials throughout the workday. Proper lifting techniques required. For the most part ambient room temperatures, lighting and traditional office equipment as found in a typical office environment. Position, at least initially, will be located off-site in accordance with station policy on off-site work for most staff in response to coronavirus. Candidates must be willing and able to work from home but provide their own transportation to the station once off-site work conditions are lifted.
Submit resume and cover letter to:
Public Broadcasting Atlanta
Attention: Human Resources
740 Bismark Rd. NE
Atlanta, GA 30324
Fax: 678-553-3026
Apply online at: www.wabe.org
Email: jobs@pba.org
EOE