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Curriculum Development Specialist

WPBS-TV - Watertown, NY

Clicks

Your job

Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week *i*

—

Increase budget for more clicks

0	31.00 (USD)	0.00 (USD)
Views	Budget	Cost

Candidates

Awaiting review

58

Total (excluding
rejected)

58

1 Rejected

Job description

Are you an educator transitioning out of the classroom? This is an excellent opportunity to join a mission-driven company focused on creating dynamic and engaging content for students and educators, and still be part of a school community! **WPBS-TV** seeks a Curriculum Development Specialist (CDS) to join our team. The ideal candidate has a background in teaching, the development and delivery of curriculum, and experience in grant writing. WPBS-TV is based in Watertown, NY, and remote/hybrid work schedules are an option for this position.

Thoroughly embracing WPBS's educational vision, mission, and values, the CDS is an essential contributor to curriculum design and development activities and initiatives, including the updating of existing course content, and as-needed development of new course content. The CDS ensures that new or revised course content is designed to make the content most beneficial to students and educators.

This position will report to the WPBS Manager, Education and Lifelong Learning Services, and will work in accordance with guidelines, policies, and regulations governing curriculum. In addition to developing curriculum materials, the CDS will train guide teachers and other educators in the use of the curriculum and will work with online platforms including PBSLearningMedia to distribute the content.

Key Responsibilities:

1. Research and write dynamic and engaging content, aligned to the Common Core Learning Standards, and mindful of the current New York State Regents exams, informed by a deep knowledge of the teaching field, an in-dept understanding of classroom conditions, and the ways in which students learn
2. Ability to publish, manage and report within Learning Management Systems and to work with and publish to the PBSLearningMedia platform

3. Collaborate with production teams to design new curricula and translate/repurpose existing content to new delivery formats
4. Bring to the organization new and innovative classroom processes and technology to provide a world-class learning experience
5. Create instructor lead content – teacher’s guide, student activities, testing content and rubrics, etc.
6. Serve as a multimedia design expert, recommending instructional strategies for learners which address diverse learning styles, abilities, and backgrounds
7. Write course outcomes, learning objectives and assessments for process, skills, and product training
8. Contribute understanding of best practices, classroom conditions, and the ways in which students best learn
9. Grant writing to secure funding for development of educational content.

Qualifications:

- Bachelor’s degree preferred or 2+ years’ experience in the classroom
- 2+ years’ experience in writing curriculum
- Experience with certification programs and the exam development process
- strong working knowledge of the Common Core State Standards

Compensation:

Competitive salary with great benefits including health insurance, employer sponsored HRA, matching 403(b) retirement plan, paid PTO (vacation and sick leave), employer sponsored life, short-term and long-term disability insurance.

Job Type: Full-time

Salary: \$42,500.00 - \$50,000.00 per year

Benefits:

- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Education:

- Bachelor's (Preferred)

Work Location: In person

Closed ▾

[View public job page](#)

Details

Posted: April 6, 2022

Views: 0

Candidates: 59 total

Budget

Job budget: 31.00 (USD) daily

Cost: 0.00 (USD)

Promote this job for more candidates:



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[Security](#)

[Contact](#)

Christine Rolfe

From: Christine Rolfe
Sent: Monday, April 4, 2022 8:58 AM
To: Chris Bogenschutz
Subject: Job Posting
Attachments: Curriculum Developer.docx

Importance: High

Good morning, Chris!

Could you please post the attached on our website under your careers tab today? You can remove the Communications & Digital Coordinator position.

Please let me know when it is posted.

Thank you,
Chris

Sincerely,
Chris

Christine J. Rolfe
Director, H.R., Finance, Administration & Compliance
WPBS-TV
1056 Arsenal Street
Watertown, NY 13601
(315) 782-3142 ext. 263
crolfe@wpbstv.org

Are you an educator transitioning out of the classroom? This is an excellent opportunity to join a mission-driven company focused on creating dynamic and engaging content for students and educators, and still be part of a school community! **WPBS-TV** seeks a Curriculum Development Specialist (CDS) to join our team. The ideal candidate has a background in teaching, the development and delivery of curriculum, and experience in grant writing. WPBS-TV is based in Watertown, NY, and remote/hybrid work schedules are an option for this position.

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3. Collaborate with production teams to design new curricula and translate/repurpose existing content to new delivery formats
4. Bring to the organization new and innovative classroom processes and technology to provide a world-class learning experience
5. Create instructor lead content – teacher's guide, student activities, testing content and rubrics, etc.
6. Serve as a multimedia design expert, recommending instructional strategies for learners which address diverse learning styles, abilities, and backgrounds
7. Write course outcomes, learning objectives and assessments for process, skills, and product training
8. Contribute understanding of best practices, classroom conditions, and the ways in which students best learn
9. Grant writing to secure funding for development of educational content.

Qualifications:

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- 2+ years' experience in writing curriculum
- Experience with certification programs and the exam development process
- strong working knowledge of the Common Core State Standards

Compensation:

Competitive salary with great benefits including health insurance, employer sponsored HRA, matching 403(b) retirement plan, paid PTO (vacation and sick leave), employer sponsored life, short-term and long-term disability insurance.

RECEIPT

Date Paid	Aug. 17, 2022
Invoice Date	Aug. 17, 2022
Order Number	6C220817175827
Account Number	6-530

From:

RegionalHelpWanted, Inc.
 Contact: Billing Department
 PO BOX 674054
 DETROIT MI 48267-4054
 Fed ID: 80-0956101
 Printable W-9 form
 Phone: (800) 365-8630
 Fax: 845-913-9405

To:

WPBS-TV
 1056 Arsenal Street
 Watertown, NY 13601
Attn: Christine Rolfe

Description: Job Posting

Manager, Education & Lifelong Learning Services job posting on 1000IslandsHelpWanted.com
 123180825

Manager, Education & Lifelong Learning Services

Job Posted for 30 days.
 1000 Islands Help Wanted

\$249.00

Subtotal: \$249.00

Total: \$249.00

Total Paid: \$249.00

RECEIPT

Date Paid	Aug. 17, 2022
Invoice Date	Aug. 17, 2022
Order Number	6C220817180008
Account Number	6-530

From:

RegionalHelpWanted, Inc.
 Contact: Billing Department
 PO BOX 674054
 DETROIT MI 48267-4054
 Fed ID: 80-0956101
 Printable W-9 form
 Phone: (800) 365-8630
 Fax: 845-913-9405

To:

WPBS-TV
 1056 Arsenal Street
 Watertown, NY 13601
Attn: Christine Rolfe

Description: Modify / Upgrade Job Posting

Manager, Education & Lifelong Learning Services job posting on 1000IslandsHelpWanted.com
 123180825

VeteransHelpWanted.com

Manager, Education & Lifelong Learning Services listed on VeteransHelpWanted.com
 "Veterans Wanted" Graphic Display

\$50.00

Subtotal: \$50.00

Total: \$50.00

Total Paid: \$50.00



Manager, Education & Lifelong Learning Services

WPBS TV, based in Watertown, New York, is a PBS affiliate and a long-standing, reliable source of educational programming and community engagement in the Northern New York and eastern Ontario region. We are looking for a highly focused, detailed oriented colleague with expertise in education to coordinate and drive our educational services for students and lifelong learners. As the key liaison with educators and community partners, the successful candidate will demonstrate exceptional product and industry knowledge to effectively position WPBS products and services as educational solutions for use in classrooms, home schooling and lifelong learning/training.

The key responsibilities of this role include guiding production personnel and curriculum developers to create video and print educational content; development and production of learning materials (consistent with NYS Learning Standards and curriculum requirements); grant application and report writing, coordination of expert advisory committees, organizing workshops, teacher training and children's/family events. The incumbent will coordinate and manage existing WPBS initiatives such as creation of instructional content for PBS LearningMedia, career planning platform **GPS for Success**, high school academic competition program **Whiz Quiz** and WPBS participation in community events for children and families in Northern New York and Eastern Ontario. Normal hours for this position are Monday through Friday, but some weekend and evening work will be required occasionally for events/workshops.

QUALIFICATIONS:

Requirements

- Bachelor's degree in education, child development, or related discipline
- At least two years of experience developing and delivering professional development and/or teaching.
- Experience in development and writing of learning/curriculum materials.
- Diligent attention to detail and strong organizational skills
- Passion for education and lifelong learning at all levels from preschool to post-secondary
- Demonstrated ability to cultivate and maintain a portfolio of community partnerships, including early learning agencies, head start, school districts, libraries, and other educational organizations.
- Successful track record in setting priorities and executing quickly and effectively.
- Excellent oral and written communication skills to engage diverse community stakeholders.
- Personal qualities of warmth, integrity, credibility, maturity, positivity, and confidence.
- Desire to learn and grow; flexible, creative, and analytical approach to problem-solving
- Commitment to diversity, equity, and inclusion.

Benefits:

- Retirement Plan
- Paid time off
- Life Insurance
- Health Insurance
- Health Reimbursement Account
- Short- & Long-Term Disability
- Telehealth platform

A competitive compensation plan will be offered to the successful candidate. Please submit cover letter and resume to Christine Rolfe, Director, HR., Finance, Administration & Compliance, WPBS-TV, 1056 Arsenal Street, Watertown, NY 13601 or online at www.wpbstv.org/careers no later than September 2, 2022.

WPBS-TV is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability (including the provision of reasonable accommodation), age, genetic information, veteran status, marital status, pregnancy, or related conditions (including breast feeding), or any other basis protected by law. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotions, terminations, layoff, recall, leaves of absence, compensation, and training.

This posting has expired from **craigslist**. [?]

Repost this Posting You will have the opportunity to make changes before it is made live.
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CL

Posted 9 months ago on: **2022-08-17 14:06**

Manager, Education & Lifelong Learning and Services (Watertown)

WPBS-TV



compensation: **TBD**

employment type: **full-time**

job title: **Manager, Education & Lifelong Learning Services**

non-profit organization

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Manager, Education & Lifelong Learning Services

WPBS-TV - Watertown, NY

Clicks

Your job

Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week i

—

Sponsor job for more clicks

0

Views

0

Budget

0

Cost

Candidates

Awaiting review

10**Total (excluding
rejected)****10****8 Rejected**

Job description

WPBS TV, based in Watertown, New York, is a PBS affiliate and a long-standing, reliable source of educational programming and community engagement in the Northern New York and eastern Ontario region. We are looking for a highly focused, detailed oriented colleague with expertise in education to coordinate and drive our educational services for students and lifelong learners. As the key liaison with educators and community partners, the successful candidate will demonstrate exceptional product and industry knowledge to effectively position WPBS products and services as educational solutions for use in classrooms, home schooling and lifelong learning/training.

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Benefits:

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Job Type: Full-time

Benefits:

- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Tuition reimbursement

Schedule:

- 8 hour shift
- Monday to Friday
- Weekend availability

Ability to commute/relocate:

- Watertown, NY 13601: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person

Closed 

[View public job page](#)

Details

Posted: August 17, 2022

Views: 0

Candidates: 18 total

Budget

Job budget: Not sponsored

Promote this job for more candidates:



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[Contact](#)

Christine Rolfe

From: Christine Rolfe
Sent: Wednesday, August 17, 2022 1:49 PM
To: Chris Bogenschutz
Subject: Manager, Education & Lifelong Learning Services
Attachments: Manager Education Partnerships - job posting 2021.docx

Hi Chris,

I have another job posting to add to our website. It is attached.

Thank you!
Chris

Sincerely,
Chris

Christine J. Rolfe
Director, H.R., Finance, Administration & Compliance
WPBS-TV
1056 Arsenal Street
Watertown, NY 13601
(315) 782-3142 ext. 263
crolfe@wpbstv.org

Manager, Education & Lifelong Learning Services

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- Successful track record in setting priorities and executing quickly and effectively.
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- Desire to learn and grow; flexible, creative, and analytical approach to problem-solving
- Commitment to diversity, equity, and inclusion.

Benefits:

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Broadcast Production Journalist

WPBS-TV - Watertown, NY

Clicks

Your job

Gathering data...

Check back tomorrow to see how your job is performing.



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- Campaigns
- Candidates
- Search resumes
- Interviews
- Analytics

Clicks this week ⓘ



Sponsor job for more clicks

0	0	0
Views	Budget	Cost

Candidates

Awaiting review

Tools

8

Total (excluding
rejected)

8

[17 Rejected](#)

Job description

WPBS TV, based in Watertown, New York, is a PBS affiliate and a long-standing, reliable source of educational programming, local productions, and community engagement in the Northern New York and eastern Ontario region. WPBS is seeking a highly focused, detailed oriented colleague with expertise as a Broadcast Production Journalist, or Television and Video Producer, or for our weekly current affairs series "WPBS Weekly: Inside the Stories" which airs/streams on Tuesday nights and is available on the WPBS website and mobile app. WPBS is committed to ethical reporting and have a strong desire to educate and inform the public about the region we live in. *WPBS-Weekly: Inside the Story* showcases evergreen style feature stories – not hard breaking news.

As a Broadcast Production Journalist, the candidate must know how to shoot magazine style videos, conduct an interview that generates usable sound bites, write, and edit in order to deliver a fully produced package. The candidate must be accustomed to working collaboratively as part of team but will normally be required to perform all required functions (shoot, on-camera reporting, and interviewing, editing, and packaging) on their own with little assistance. Normal work hours for this position are Monday to Friday daytime, however there may be occasional requirements at other times.

Responsibilities:

- Relevant related journalism experience gained within a broadcast environment.
- Generate ideas for stories, which are interesting and relevant to the WPBS service area; follow leads from a variety of source by conducting research, investigating, and observing, which align with the key thematic areas of emphasis for the series. (Education, health/wellness, arts & culture, business, environment/outdoors, tourism/travel, science, and technology.)

- Gather information through research, interviews, experience, or attending functions. Verify sources and fact check for accuracy.
- Experience in producing content for multiple platforms.
- Strong communication skills, interpersonal and team working skills to liaise effectively with colleagues, internal and external clients at all levels, to develop access to credible sources for future stories
- Preparation of scripts for packages which adhere to legal guidelines.
- Presentation of stories in a professional and unbiased manner.
- Shoot video and appear on-camera as a field reporter and interviewer.
- Conduct both live and recorded interviews.
- Deliver polished package stories using editing and graphic software. Adobe Premiere Pro proficiency a plus.
- Assist in any other aspects of the work of WPBS as reasonably required.

Skills & Experience

- Bachelor's degree in Broadcast Journalism, Communications, Media Production, related field, or an equivalent combination of education and work-related experience.
- Strong verbal and written communication, interpersonal and team working skills to liaise effectively with colleagues, internal and external clients at all levels.
- Valid driver's license.
- Able to develop an online presence through our digital platforms and the use of social media.
- Ability to meet deadlines, prioritize assignments, and handle multiple tasks simultaneously.
- Familiarity with drone videography a plus.

- Computer proficiency (MS office, editing, shooting, digital platforms)

Benefits:

- Retirement Plan – 403 (b)
- Paid time off
- Life Insurance
- Short- & Long-Term disability
- Telehealth
- Health Insurance
- Health Reimbursement Account

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Job Type: Full-time

Benefits:

- 401(k)
- Health insurance
- Health savings account

- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute/relocate:

- Watertown, NY 13601: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Journalism: 2 years (Preferred)

License/Certification:

- Driver's License (Required)

Work Location: In person

Closed ▾

[View public job page](#)

Details

Posted: August 17, 2022

Views: 0

Candidates: [25 total](#)

Budget

Job budget: Not sponsored

Promote this job for more candidates:



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Current Job Postings						
Posted on 1000IslandsHelpWanted.com						
Job Title	Date Posted	Days Left	Views	Clicks to Details	Clicks to Website	Applicants
Broadcast Production Journalist	?	08/17/2022	30	0	0	0

1000 Islands help wanted
Q
Veterans help wanted

RECEIPT

Date Paid	Aug. 17, 2022
Invoice Date	Aug. 17, 2022
Order Number	6C220817161136
Account Number	6-530

From:

RegionalHelpWanted, Inc.
 Contact: Billing Department
 PO BOX 674054
 DETROIT MI 48267-4054
 Fed ID: 80-0956101
 Printable W-9 form
 Phone: (800) 365-8630
 Fax: 845-913-9405

To:

WPBS-TV
 1056 Arsenal Street
 Watertown, NY 13601
Attn: Christine Rolfe

Description: Job Posting

Broadcast Production Journalist job posting on 1000IslandsHelpWanted.com
 123180816

Logo Display

Logo Display Charge

\$15.00

Broadcast Production Journalist

Job Posted for 30 days.
 1000 Islands Help Wanted

\$249.00

Subtotal: \$264.00**Total:** \$264.00**Total Paid:** \$264.00

RECEIPT

Date Paid	Aug. 17, 2022
Invoice Date	Aug. 17, 2022
Order Number	6C220817161412
Account Number	6-530

From:

RegionalHelpWanted, Inc.
 Contact: Billing Department
 PO BOX 674054
 DETROIT MI 48267-4054
 Fed ID: 80-0956101
 Printable W-9 form
 Phone: (800) 365-8630
 Fax: 845-913-9405

To:

WPBS-TV
 1056 Arsenal Street
 Watertown, NY 13601
Attn: Christine Rolfe

Description: Modify / Upgrade Job Posting	
Broadcast Production Journalist job posting on 1000IslandsHelpWanted.com 123180816	
VeteransHelpWanted.com Broadcast Production Journalist listed on VeteransHelpWanted.com "Veterans Wanted" Graphic Display	\$50.00
Subtotal:	\$50.00
Total:	\$50.00
Total Paid:	\$50.00



Thanks for posting! We really appreciate it.

Purchase Receipt

This is a receipt confirming your purchase. Please print or save a copy of this receipt for your records. All sales are final. No Refunds.

Description	Price
Broadcast Production Journalist	
PostingID 7522536588: watertown, NY > nonprofit	\$10.00 USD
PostingID 7522536589: watertown, NY > tv/film/video/radio	\$10.00 USD
Total amount charged:	\$20.00 USD

2022-08-17 -- Payment ID: 240125082

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showing most recent

new posting in: choose go

(page: 1)

status	manage	posting title	area and category	posted date	exp.	id
Active	display delete repost edit	Broadcast Production Journalist	wtn tv/film/video/radio receipt	17 Aug 2022 09:28	29 days	7522536589
Active	display delete repost edit	Broadcast Production Journalist	wtn nonprofit receipt	17 Aug 2022 09:28	29 days	7522536588

page: 1



Home



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Jobs



Messaging



Photo



video



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write article

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Christine Rolfe • You

Office Manager
now •

WPBS-TV is looking for a Broadcast Production Journalist. As a Broadcast Production Journalist, the candidate must know how to shoot magazine style videos, conduct an interview that generates usable sound bites, write, and edit in order to deliver a fully produced package. The candidate must be accustomed to working collaboratively as part of team but will normally be required to perform all required functions (shoot, on-camera reporting, and interviewing, editing, and packaging) on their own with little assistance. Normal work hours for this position are Monday to Friday daytime, however there may be occasional requirements at other times. Please visit our website for additional information,



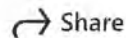
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Christine Cisco, CFP® • 1st

First Vice President – Branch Director, Financial Advisor at RBC Wealth Management
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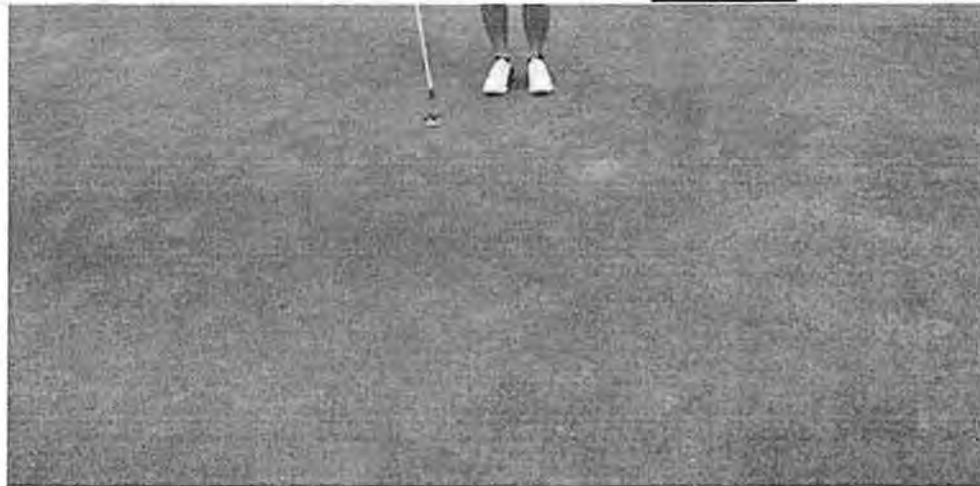
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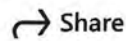
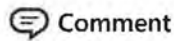
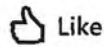


Messaging



11

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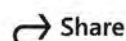
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Christine Rolfe

From: Christine Rolfe
Sent: Wednesday, August 17, 2022 12:09 PM
To: Chris Bogenschutz
Subject: Job Posting
Attachments: Broadcast Production Journalist.docx

Importance: High

Hi Chris,

Please post the attached job description to our career page.

Thank you!
Chris

Sincerely,
Chris

Christine J. Rolfe
Director, H.R., Finance, Administration & Compliance
WPBS-TV
1056 Arsenal Street
Watertown, NY 13601
(315) 782-3142 ext. 263
crolfe@wpbstv.org

Broadcast Production Journalist

WPBS TV, based in Watertown, New York, is a PBS affiliate and a long-standing, reliable source of educational programming, local productions, and community engagement in the Northern New York and eastern Ontario region. WPBS is seeking a highly focused, detailed oriented colleague_ with expertise as a Broadcast Production Journalist, or Television and Video Producer, or for our weekly current affairs series "WPBS Weekly: Inside the Stories" which airs/streams on Tuesday nights and is available on the WPBS website and mobile app. WPBS is committed to ethical reporting and have a strong desire to educate and inform the public about the region we live in. *WPBS-Weekly: Inside the Story* showcases evergreen style feature stories – not hard breaking news.

As a Broadcast Production Journalist, the candidate must know how to shoot magazine style videos, conduct an interview that generates usable sound bites, write, and edit in order to deliver a fully produced package. The candidate must be accustomed to working collaboratively as part of team but will normally be required to perform all required functions (shoot, on-camera reporting, and interviewing, editing, and packaging) on their own with little assistance. Normal work hours for this position are Monday to Friday daytime, however there may be occasional requirements at other times.

Responsibilities:

- Relevant related journalism experience gained within a broadcast environment.
- Generate ideas for stories, which are interesting and relevant to the WPBS service area; follow leads from a variety of source by conducting research, investigating, and observing, which align with the key thematic areas of emphasis for the series. (Education, health/wellness, arts & culture, business, environment/outdoors, tourism/travel, science, and technology.)
- Gather information through research, interviews, experience, or attending functions. Verify sources and fact check for accuracy.
- Experience in producing content for multiple platforms.
- Strong communication skills, interpersonal and team working skills to liaise effectively with colleagues, internal and external clients at all levels, to develop access to credible sources for future stories
- Preparation of scripts for packages which adhere to legal guidelines.
- Presentation of stories in a professional and unbiased manner.
- Shoot video and appear on-camera as a field reporter and interviewer.
- Conduct both live and recorded interviews.
- Deliver polished package stories using editing and graphic software. Adobe Premiere Premiere Pro proficiency a plus.
- Assist in any other aspects of the work of WPBS as reasonably required.

Skills & Experience

- Bachelor's degree in Broadcast Journalism, Communications, Media Production, related field, or an equivalent combination of education and work-related experience.
- Strong verbal and written communication, interpersonal and team working skills to liaise effectively with colleagues, internal and external clients at all levels.
- Valid driver's license.

- Able to develop an online presence through our digital platforms and the use of social media.
- Ability to meet deadlines, prioritize assignments, and handle multiple tasks simultaneously.
- Familiarity with drone videography a plus.
- Computer proficiency (MS office, editing, shooting, digital platforms)

Benefits:

- Retirement Plan – 403 (b)
- Paid time off
- Life Insurance
- Short- & Long-Term disability
- Telehealth
- Health Insurance
- Health Reimbursement Account

A competitive compensation plan will be offered to the successful candidate. Please submit a cover letter, and resume to Christine Rolfe, Director, HR., Finance, Administration & Compliance, WPBS-TV, 1056 Arsenal Street, Watertown, NY 13601 or online at www.wpbstv.org/careers no later than September 2, 2022.

WPBS-TV is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability (including the provision of reasonable accommodation), age, genetic information, veteran status, marital status, pregnancy, or related conditions (including breast feeding), or any other basis protected by law. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotions, terminations, layoff, recall, leaves of absence, compensation, and training.

Christine Rolfe

From: Christine Rolfe
Sent: Friday, October 28, 2022 3:47 PM
To: Chris Bogenschutz
Subject: Job Posting
Attachments: Event Coordinator Job Description.docx

Hi Chris,

Hope all is well. Please post the job opening on our website. Let me know if you have any questions.

Thank you,
Chris

Sincerely,
Chris

Christine J. Rolfe
Director, H.R., Finance, Administration & Compliance
WPBS-TV
1056 Arsenal Street
Watertown, NY 13601
(315) 782-3142 ext. 263
crolfe@wpbstv.org

Position: Events Coordinator

WPBS is looking for an outgoing, energetic Event Coordinator to organize events in Northern New York and Eastern Ontario.

Duties:

The duties and responsibilities of an Event Coordinator center on planning and managing events of varying sizes and purposes undertaken by WPBS-TV and across Northern New York and Eastern Ontario to ensure that the event itself is carried out smoothly.

Key responsibilities include:

Communication and Interpersonal Skills: Event Coordinators are required to network with a wide variety of entities in the course of their job. Plan and undertake arrangements for each event. Liaise with event organizers, venues, sponsors, vendors, suppliers, PBS departments. Arrange for registration and payment where applicable to participate in events. Recruit and support volunteers to help staff events, wear character costumes, etc.

Attend events to ensure programming is delivered according to plan, troubleshooting, and resolving any problems and challenges. Set up booths, display stands, giveaway gift bags, etc. (some lifting required). Most events occur on evenings and weekends so Coordinator must be available to work irregular shifts. Some events occur in Canada so Coordinator must have up-to-date credentials to be able to travel across the border.

Work closely with the Development department (for member cultivation events) and Education department (for events for children and youth) to ensure all details are addressed. Support promotion and advertising of events, in conjunction with Marketing staff, including: preparation of announcements and press releases, arranging for media interviews, development of advertising copy and design, preparation and distribution of invitations and email communications using Constant Contact and other software tools.

Maintain ongoing communication with event organizers and volunteers in advance of/between events to ensure continuity and anticipate issues well ahead of time.

Coordinate and maintain a station-wide calendar of events that effectively tracks all activity including # of participants, volunteers needed, etc.

Support auction activities (solicit donations, pickup items, etc.)

Key Skills:

- Attention to Detail
- Ability to multi-task
- Problem Solving Skills
- Time Management
- Organizational Skills
- People's Skills
- Proficient in MS Office
- Credentials to travel to Canada

Please submit a cover letter, and resume to Christine Rolfe, Director, HR., Finance, Administration & Compliance, WPBS-TV, 1056 Arsenal Street, Watertown, NY 13601 no later than November 7, 2022.

WPBS-TV is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin,

disability (including the provision of reasonable accommodation), age, genetic information, veteran status, marital status, pregnancy, or related conditions (including breast feeding), or any other basis protected by law. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotions, terminations, layoff, recall, leaves of absence, compensation, and training.

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Events Coordinator

WPBS-TV - Watertown, NY

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Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week

—

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0	0	0
Views	Budget	Cost

Candidates

Awaiting review	
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22

Total (excluding
rejected)

23

14 Rejected

Job description

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Coordinate and maintain a station-wide calendar of events that effectively tracks all activity including # of participants, volunteers needed, etc.

Support auction activities (solicit donations, pickup items, etc.)

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Professional development assistance
- Tuition reimbursement

Schedule:

- 8 hour shift
- Evening shift
- Weekend availability

Ability to commute/relocate:

- Watertown, NY 13601: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Events management: 1 year (Preferred)
- Customer service: 1 year (Preferred)

Work Location: In person

Closed 

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Details

Posted: October 28, 2022

Views: 0

Candidates: 37 total

Budget

Job budget: Not sponsored

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Christine Rolfe

From: Christine Rolfe
Sent: Friday, November 11, 2022 1:44 PM
To: Chris Bogenschutz
Subject: Job Posting
Attachments: Development Initiatives and Auction Manager posting.docx

Hi Chris,

Please post the attached job opening on our website.

Thank you and have a wonderful weekend!

Chris

Sincerely,
Chris

Christine J. Rolfe
Director, H.R., Finance, Administration & Compliance
WPBS-TV
1056 Arsenal Street
Watertown, NY 13601
(315) 782-3142 ext. 263
crolfe@wpbstv.org

Position: Development Initiatives & Auction Manager

WPBS-TV is looking for an enthusiastic leader who will manage the station's development and fundraising initiatives – most notably the Annual Auctions – encompassing Northern New York and Eastern Ontario. Must be a self-starter who is organized, innovative and strategically driven. Able to look at local and national trends, results and proactively search for alternate or additional initiatives in order to reach goals.

The Development Initiatives & Auction Manager leads the planning and execution of fundraising/friend-raising initiatives, including the auctions, to generate revenue for the furtherance of budget and corporate objectives. This includes responsibility for planning, coordination, and execution of two auctions currently, in coordination with the Director of Development.

Essential Job Function

- Develop and implement community-focused fundraising initiatives for the Development Department including timeline, objectives, marketing, solicitation list, budget, vendor management, creation of visual displays, volunteer or staff coordination and post-event stewardship.
- Proactively collaborate with peers across the system and community stakeholders to ensure current fundraising strategies are meeting Development and community goals. Continually seek ways to improve and innovate.
- Responsible for personal solicitation of auction items by various means of communication, which may include (but is not limited to) e-mail blasts, marketing and personal calls in order to meet allotted financial goals.
- Continually research potential prospects for the Auction by reaching out to new businesses, learning PBS trends, and understanding community demographics.
- Manage seasonal staff and volunteers responsible for all auction activities – including solicitation, item pick-up, guest appearances, video production needed, etc. Schedule pickups so as to ensure items are received in a timely manner while maximizing efficiency and minimizing out-of-town travel.
- Responsible for maintaining a positive rapport with involved constituents. The Manager will need to possess appropriate customer service and phone etiquette skills. Maintain positive relationships with existing donor businesses and ensure they understand the benefits of their participation.
- Create a donation acceptance policy and seek alternatives to items that consistently don't return on investment during auction.
- Lead the coordination of all areas (Production, Community Support, etc.) of preparation for the live production of auction such as overall on-air expectations, talent scripting, scheduling, etc.
- Coordinate to ensure project details are communicated seamlessly through meetings, as well as updating and distributing event documents, including attending donor cultivation and membership events.

Qualification, Skills:

- BA/BS Marketing or Business preferred
- Attention to Detail
- Ability to multi-task

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Development Initiatives & Auction Manager

WPBS-TV - Watertown, NY

Clicks

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Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week

—

Sponsor job for more clicks

0

Views

0

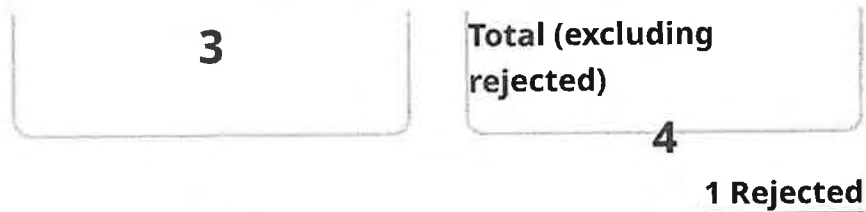
Budget

0

Cost

Candidates

Awaiting review



Job description

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Qualification, Skills:

- BA/BS Marketing or Business preferred
- Attention to Detail
- Ability to multi-task
- Problem Solving Skills
- Time Management
- Organizational Skills
- People's Skills
- Proficient in MS Office
- Credentials to travel to Canada

Please submit a cover letter, and resume to Christine Rolfe, Director, HR., Finance, Administration & Compliance, WPBS-TV,

1056 Arsenal Street, Watertown, NY 13601 no later than November 18, 2022.

WPBS-TV is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability (including the provision of reasonable accommodation), age, genetic information, veteran status, marital status, pregnancy, or related conditions (including breast feeding), or any other basis protected by law. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotions, terminations, layoff, recall, leaves of absence, compensation, and training.

Job Type: Full-time

Salary: \$45,000.00 - \$50,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Tuition reimbursement

Schedule:

- 8 hour shift
- Evening shift
- Weekend availability

Ability to commute/relocate:

- Watertown, NY 13601: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Fundraising: 1 year (Preferred)
- Microsoft Office: 2 years (Required)

Work Location: In person

Closed 

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Details

Posted: November 11, 2022

Views: 0

Candidates: 5 total

Budget

Job budget: Not sponsored

Promote this job for more candidates:



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