



Application for Employment

5/20/2022, 11:40 AM

P.O. Box 610002 • Miami, FL 33261-0002 • 305.949.8321 • SouthFloridaPBS.org

Schedule Interview
Schedule Interview

Date: 05/18/2022

South Florida PBS, Inc. (SFPBS) is an equal opportunity employer and will not discriminate against any employee or applicant for employment in any manner prohibited by law. If you feel you have been treated or discriminated against for any reason, please notify the Chief Operating Officer or President & CEO in writing, so that we may promptly address your concerns.

Note:

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Employment Data

Type of work desired COMMUNICATIONS & MARKETING SPECIALIST Salary desired 60,000.00

Date available 06/06/2022

Check appropriate box for type of employment: Regular/Full-Time Part-Time Freelance Intern

Personal Data

Last Name First Middle Social Security #

[Redacted] [Redacted] [Redacted] [Redacted]

Present Address: (street, city, state, zip) inwestby
5/18/2022, 1:32 PM

HR Application Review

Accept

Note: for your review.

Telephone: Home Cell Assignee to: jazcuy Email: [Redacted]

Referred by: LinkedIn

If related to anyone in our employ name and department: No

If hired, can you furnish proof you are eligible to work in the United States?* Yes No

*Proof of age, eligibility for employment in the U.S. and your permanent address will be required after employment.

Are you color blind? Yes No

Have you ever been employed by South Florida PBS - WPBT2 or WXEL? Yes No

From: To:

jazcuy
5/18/2022, 2:03 PM
Department Head Review
Accept
Note:

← Back to jobs

Communications & Marketing Specialist

South Florida PBS – Boynton Beach, FL

Clicks

■ Your job

Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week ⓘ



0	200.00 (USD)	0.00 (USD)
Views	Budget	Cost

[Increase budget for more clicks](#)

Job description

Communications & Marketing Specialist

South Florida PBS is looking for a dynamic person to assist with the organization, planning, and execution of multi-media communications, public relations campaigns, education and station outreach events. Will work with the Communications team to market and promote South Florida PBS program services through multi-media platforms including social media and other emerging opportunities. Creates content for South Florida PBS blogs & social media platforms in support of events, programs & marketing strategies. Produces station video interstitials as needed/requested. Interacts with clients, contacts, committee boards & logistic providers throughout the coordination of the events. Researches and secures sponsorships, facilitates presentations and workshops on KidVision Pre-K Teachers Association Professional Development Program on a national level. Creates press releases for South Florida PBS programs and researches media outlets for potential relationships.

College degree in Public Relations, Communications or Marketing preferred or equivalent experience. Minimum one to two years' experience in public relations & event coordination. Some experience in television production preferred. Demonstrated success in developing and managing promotional campaigns. Working knowledge of linear and non-linear editing. Experience in promotion and scriptwriting. Ability to write concisely & creatively. Computer proficiency especially with social media platforms and a strong working knowledge of Microsoft Office. Computer graphics, edit suites (Avid or Final Cut Pro) strongly preferred. Preference given to bilingual Spanish/English speakers.

EOE, M/F/D/V

Job Type: Full-time

Salary: \$50,000.00 - \$60,000.00 per year

Benefits:

- 401(k)
- 401(k) matching

- Dental insurance
- Flexible spending account
- Health insurance
- Paid time off

Schedule:

- 8 hour shift
- Monday to Friday
- Weekend availability

Ability to commute/relocate:

- Boynton Beach, FL 33426: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Event Coordination: 1 year (Required)
- Marketing, Advertising & Public Relations: 1 year (Required)

Work Location: In person

● Closed



[View public job page](#)

Application Settings

Application method

Application URL

<https://southflorida-pbs.docuware.cloud/Docuware/Platform/WebClient/Forms/application-form?orgID=d8273d23-56d9-41cc-8f9e-bab08dfab57f>

Details

Posted: May 12, 2022

Views: 0

Sent: 0

[Use Indeed Apply](#) to make it easy for job seekers to apply from any device—at no extra cost.

Budget

Job budget: 200.00 (USD) monthly

Cost: 0.00 (USD)

[View performance report](#)

Promote this job for more candidates:




All analytics data provided in this report is provided for informational purposes only and Indeed does not guarantee its accuracy. Values in the report may deviate from the actual charges. Indeed reserves the right to adjust the information in this report or change the method of measuring such figures at any time. This report does not constitute a contract.

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[Contact](#)



Indeed, Inc
Mail code 5160
P.O. Box 660367
Dallas, TX
75266-0367

Invoice

Invoice #: 62822278
Date: 05/31/2022
Due Date: 05/31/2022

Bill to: South Florida PBS
PO BOX 610002
Miami, FL 33261-0002

Total Amount: 267.31 USD

Total Due: 0.00 USD

Description / Memo	Amount
May 2022 Sponsored Jobs on Indeed.com	279.86 USD
Promotional Items: Sponsored Jobs	-12.55 USD
Sales tax	0.00 USD
Total Amount	267.31 USD

PAID INVOICE
THIS INVOICE IS FOR YOUR RECORDS

Date: 05/31/2022

Terms: Due upon receipt

Due Date: 05/31/2022

Itemized report for invoice #62822278

Invoice date: May 31, 2022

This itemized report reflects the cost of each item on the associated invoice. It does not include any promotions, discounts, taxes, or fees.

Itemization details

Sponsored Jobs

Company	Job requisition ID	Job title	City	Country	Total clicks	Cost	Currency
South Flori	10674989-33-36	Director Business Development Underwriting	Boynton B	US	29	\$150.83	USD
South Flori	10674989-38-41	Communications & Marketing Specialist	Boynton B	US	527	\$129.03	USD
		Total			556	\$279.86	USD

This itemized report reflects the cost of each item on the associated invoice. It does not include any promotions, discounts, taxes, or fees.



Application for Employment

P.O. Box 610002 • Miami, FL 33261-0002 • 305.949.8321 • SouthFloridaPBS.org

Date: 05/16/2022

South Florida PBS, Inc. ("SFPBS") is an equal opportunity employer and will not discriminate against any employee or applicant for employment in any manner prohibited by law. If you feel you have been treated or discriminated against for any reason, please notify the Chief Operating Officer or President & CEO in writing, so that we may promptly address your concerns.

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Employment Data

Type of work desired COMMUNICATIONS & MARKETING SPECIALIST Salary desired 55,000.00

Date available 05/16/2022

Check appropriate box for type of employment: Regular/Full-Time Part-Time Freelance Intern

Personal Data

Last Name First Middle Social Security #

[Redacted] [Redacted] [Redacted] [Redacted]

Present Address: (street, city, state, zip) [Redacted]

[Redacted] [Redacted]

Telephone: Home Cell [Redacted] Email: [Redacted]

Referred by: indeed

If related to anyone in our employ name and department: No

If hired, can you furnish proof you are eligible to work in the United States?* Yes No
*Proof of age, eligibility for employment in the U.S. and your permanent address will be required after employment.

Are you color blind? Yes No

Have you ever been employed by South Florida PBS - WPBT2 or WXEL? Yes No

From: _____ To: _____



Application for Employment

P.O. Box 610002 • Miami, FL 33261-0002 • 305.949.8321 • SouthFloridaPBS.org

Date: 05/17/2022

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Employment Data

Type of work desired COMMUNICATIONS & MARKETING SPECIALIST Salary desired 60,000.00

Date available 05/23/2022

Check appropriate box for type of employment: Regular/Full-Time Part-Time Freelance Intern

Personal Data

Last Name	First	Middle	Social Security #
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Present Address: (street, city, state, zip)		<div style="border: 1px solid red; padding: 5px;"> mwestby 6/6/2022, 9:58 AM Schedule Interview Deny Reason: Candidate selected </div>	
Telephone: <input type="checkbox"/> Home <input checked="" type="checkbox"/> Cell		Department: COMMUNICATIONS Assignee to: jazcuy	Email: [REDACTED]

Referred by: indeed.com

If related to anyone in our employ name and department: No

If hired, can you furnish proof you are eligible to work in the United States?* Yes No

*Proof of age, eligibility for employment in the U.S. and your permanent address will be required after employment.

Are you color blind? Yes No

Have you ever been employed by South Florida PBS - WPBT2 or WXEL? Yes No

From: _____ To: _____

jazcuy
 5/23/2022, 11:04 AM
 Department Head Review
 Accept
 Note:



Application for Employment

WPBT-TV, Inc. 5/20/2022, 8:33 AM

P.O. Box 610002 • Miami, FL 33261-0002 • 305.949.8321 • SouthFloridaPBS.org

Date: 05/13/2022

Schedule Interview
Schedule Interview

Interview Date: 5/17/2022
Interview Time: 4p

South Florida PBS, Inc. ("SFPBS") is an equal opportunity employer and will not discriminate against any employee or applicant for employment in any manner prohibited by law. If you feel you have been treated or discriminated against for any reason, please notify the Chief Operating Officer or President & CEO in writing, so that we may promptly address your concerns.

Supervisor Name:
Interview Location:
Note:

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Employment Data

Type of work desired COMMUNICATIONS & MARKETING SPECIALIST Salary desired 18.00

Date available 05/23/2022

Check appropriate box for type of employment: Regular/Full-Time Part-Time Freelance Intern

Personal Data

Last Name First Middle Social Security #

[Redacted] [Redacted] mwestby 5/16/2022, 9:13 AM [Redacted]

Present Address: (street, city, state, zip)

[Redacted] HR Application Review Accept Note: For your review. Department: COMMUNICATIONS Assignee to: jazcuy [Redacted]

Telephone: Home Cell [Redacted] Email: [Redacted]

Referred by: Indeed mwestby 7/27/2022, 3:40 PM

If related to anyone in our employ name and department: Deny Interview

If hired, can you furnish proof you are eligible to work in the United States? Yes No Reason: Candidate has been selected for this position.

*Proof of age, eligibility for employment in the U.S. and your permanent address will be required after employment.

Are you color blind? Yes No jazcuy 5/16/2022, 9:26 AM

Have you ever been employed by South Florida PBS - WPBT2 or WXEL? Yes No Department Head Review Accept Note:

From: To:

Employee Referral

Monica Ramos Westby

From: [REDACTED]
Sent: Friday, May 20, 2022 9:16 AM
Subject: FW: Communications and Marketing Specialist
Attachments: 2022 communications resume pdf.pdf; 2022 Community Resume.pdf; Non profit and organization cover letter.pdf



[REDACTED] | Vice President of Marketing and Communications
Office: [REDACTED]
Email: [REDACTED]

From: [REDACTED]
Sent: Thursday, May 19, 2022 6:12 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Communications and Marketing Specialist

İ»ċ
İ»ċ Good afternoon Jeneissy,

Hope this finds you well. I have heard good things about you from [REDACTED] and I am looking forward to volunteering with the Health Channel this weekend. I wanted to follow up with you in regards to selecting candidates for interviews. I have attached my resumes and cover letter for **Communications and Marketing Specialist**. Although, I have only been in South FL for two years, I am passionate about helping others and committed to excellence. I am looking to grow with an organization that allows me to do transformative work and connect with others through my talents. I have also gained allies from organizations, most recent Robert Boo of the LGBTQIA non profit organization, The Pride Center. I look forward to hearing from you at your earliest convenience.

Healthy regards,

[REDACTED]
M.S. Sports Administration

LinkedIn: [http://linkedin.com/in/\[REDACTED\]](http://linkedin.com/in/[REDACTED])

CONFIDENTIALITY NOTICE:

This email message and any accompanying data or files is confidential and may contain privileged information intended only for the named recipient(s).
If you are not the intended recipient(s), you are hereby notified that the dissemination, distribution, and or copying of this message is strictly prohibited. If you receive this message in error, or are not the named recipient(s), please notify the sender at the email address above, delete this email from your computer, and destroy any copies in any form immediately. Receipt by anyone other than the named recipient(s) is not a waiver of any attorney-client, work product, or other applicable privilege.



Application for Employment

P.O. Box 610002 • Miami, FL 33261-0002 • 305.949.8321 • SouthFloridaPBS.org

Date: 05/16/2022

Schedule Interview
Schedule Interview

Interview Date: 5/23/2022

Interview Time: 12p

Supervisor Name:

Interview Location: Virtual

Note:

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Employment Data

Type of work desired COMMUNICATIONS & MARKETING SPECIALIST Salary desired 60,000.00

Date available 05/17/2022

Check appropriate box for type of employment: Regular/Full-Time Part-Time Freelance Intern

Personal Data

Last Name First Middle Social Security #

[Redacted] [Redacted] [Redacted] [Redacted]

Present Address: (street, city, state, zip) mwestby

5/17/2022, 12:19 PM

HR Application Review

Accept

Note: Ref. by Anabel C. for your review.

Department: COMMUNICATIONS

Telephone: Home Cell [Redacted]

Assignee to: jazcuy Email: [Redacted]

Referred by: Anabel Cardenas mwestby

If related to anyone in our employ name and department: Deny

If hired, can you furnish proof you are eligible to work in the United States? Yes No

*Proof of age, eligibility for employment in the U.S. and your permanent address will be required after employment.

Are you color blind? Yes No

Have you ever been employed by South Florida PBS - WPBT2 or WXEL? Yes No

From: To:

jazcuy
5/17/2022, 12:50 PM
Department Head Review
Accept
Note:

Application for Employment

P.O. Box 610002 • Miami, FL 33261-0002 • 305.949.8321 • SouthFloridaPBS.org

Date: 05/12/2022

Schedule Interview
Schedule Interview

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Employment Data

Type of work desired COMMUNICATIONS & MARKETING SPECIALIST Salary desired 60,000.00

Date available 06/01/2022

Check appropriate box for type of employment: Regular/Full-Time Part-Time Freelance Intern

Personal Data

Last Name First Middle Social Security #

[Redacted] [Redacted] [Redacted] [Redacted]

Present Address: (street, city, state, zip) 5/16/2022, 9:18 AM
HR Application Review
Accept
Note: For your review.

Telephone: Home Cell [Redacted] Department: COMMUNICATIONS Email: [Redacted]
Agree to: jazcuy

Referred by: Was referred from a HC Event mwestby 7/27/2022, 3:40 PM

If related to anyone in our employ name and department: Deny

If hired, can you furnish proof you are eligible to work in the United States? Yes No Reason: Candidate has been selected for this position.

*Proof of age, eligibility for employment in the U.S. and your permanent address will be required after employment.

Are you color blind? Yes No

Have you ever been employed by South Florida PBS - WPBT2 or WXEL? Yes No

From: To: jazcuy 5/16/2022, 9:26 AM
Department Head Review
Accept
Note:

Application for Employment

P.O. Box 610002 • Miami, FL 33261-0002 • 305.949.8321 • SouthFloridaPBS.org

HR Application Review

Date: 05/17/2022

Accept

Note: Doesn't list Spanish, but thought you should review anyway.
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mwestby
6/17/2022, 10:56 AM

Background Check

Issues

Reason: Candidate rescinded her application

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mwestby
6/17/2022, 3:34 PM

Review Background Issue

Reason: Candidate rescinded application

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Employment Data

Type of work desired COMMUNICATIONS & MARKETING SPECIALIST Salary desired 65,000.00

Date available 06/27/2022

Check appropriate box for type of employment: Regular/Full-Time Part-Time Freelance Intern

Personal Data

Last Name First Middle Social Security #

[Redacted] [Redacted] jazcuy
5/18/2022, 2:03 PM

Present Address: (street, city, state, zip) Department Head Review
Accept
Note:

[Redacted] mwestby
5/23/2022, 9:28 AM

Telephone: Home Cell [Redacted] Email: [Redacted]

Referred by: mwestby
6/17/2022, 10:56 AM Employee Referral -

If related to anyone in our employ name and department: No
Review Background No Issue
Reason: Candidate declined the offer

If hired, can you furnish proof you are eligible to work in the United States? * Yes No
Note: No issues. Move forward.

*Proof of age, eligibility for employment in the U.S. and your permanent address will be required after employment.

Are you color blind? Yes No

Have you ever been employed by South Florida PBS - WPBT2 or WXEL? Yes No

From: To: mwestby
6/6/2022, 9:59 AM
Interview
Accept
Note: Move forward with Candidate

Monica Ramos Westby

From: [REDACTED]
Sent: Thursday, May 12, 2022 2:42 PM
To: Monica Ramos Westby,
Subject: Re: New Job Posting

Hi Monica,

The link has been added.



[REDACTED] | Director, Interactive Media.
Office: [REDACTED]
Email: [REDACTED]

From: Monica Ramos Westby, [REDACTED]
Sent: Thursday, May 12, 2022 2:29 PM
To: [REDACTED]
Subject: RE: New Job Posting

[REDACTED]

Please add the "Apply Here" link after the new Communications positing.

Thanks!



[REDACTED] SHRM-CP | Human Resources Manager
Office: [REDACTED]
Email: [REDACTED]

From: Monica Ramos Westby,
Sent: Thursday, May 12, 2022 11:49 AM
To: [REDACTED]
Subject: New Job Posting

Hi [REDACTED]

When you have a moment, please post the attached job posting to the careers page on our websites under Marketing & Communications.

Thanks,
Monica

[REDACTED] SHRM-CP
Human Resources Manager
Office: [REDACTED]
Email: [REDACTED]

SOUTH FLORIDA



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In collaboration with the Principal Director Major Gifts devises, implements and monitors strategic relationship plans and prospect management goals including the number of contacts made monthly, solicitation plans and dollars to be raised per year. Works closely with development team to develop and implement strategies and programs for identifying, cultivating, soliciting and stewarding major donors.

College graduate with emphasis on non-profit development management including major gifts and capital campaigns, business, public relations, and or equivalent comparable work experience. Preference for candidates with CFRE. Minimum of 5-7 five years of experience and proven success in non-profit management and major gifts fundraising. Specific experience with capital campaigns and planned giving is preferable. Excellent writing and communication skills. Ability to deal with people from various socioeconomic, cultural and professional backgrounds in an effective and persuasive manner. Maintaining confidentiality as it relates to donors is required. Must be able to work effectively and collaboratively in both a remote, independent environment as well as in an office setting and adhere to the organization's Remote Working policy. Computer literate with experience in Raiser's Edge/RENXT is preferable.

Send resume with cover letter to: South Florida PBS, HR, P.O. Box 140999, Coral Gables 33144 or humanresources@wpbt.org, EOE, M/F/D/V

MARKETING & COMMUNICATIONS

Communications and Marketing Specialist

South Florida PBS is looking for a dynamic person to assist with the organization, planning, and execution of multi-media communications, public relations campaigns, education and station outreach events. Will work with the Communications team to market and promote South Florida PBS program services through multi-media platforms including social media and other emerging opportunities. Creates content for South Florida PBS blogs & social media platforms in support of events, programs & marketing strategies. Produces station video interstitials as needed/requested. Interacts with clients, contacts, committee boards & logistic providers throughout the coordination of the events. Researches and secures sponsorships, facilitates presentations and workshops on KidVision Pre-K Teachers Association Professional Development Program on a national level.

College degree in Public Relations, Communications or Marketing preferred or equivalent experience. Minimum one to two years' experience in public relations & event coordination. Some experience in television production preferred. Demonstrated success in developing and managing promotional campaigns. Working knowledge of linear and non-linear editing. Experience in promotion and scriptwriting. Ability to write concisely & creatively. Computer proficiency especially with social media platforms and a strong working knowledge of Microsoft Office. Computer graphics, edit suites (Avid or Final Cut Pro) strongly preferred. Bilingual Spanish/English speakers preferred.

Send resume with cover letter to: South Florida PBS, HR, 3401 S. Congress Avenue, Boynton Beach, FL 33426, or hr@southfloridapbs.org, EOE, M/F/D/V

[Apply Here](#)

MEMBERSHIP

Member & Viewer Services Representative (Freelance/PT)

Excellent opportunity for the right candidate to join our team. Responsible for assisting with support activities in the Member Services Department. Will assist in providing high quality member service support via telephone, e-mail, mail and in person. Will work independently and as part of a team to resolve a diverse set of issues for viewers and members. Manages members account regarding inquiries, billing issues, premiums, data entry and more. Serves visitors by greeting, welcoming, and directing them appropriately.

Notifies company personnel of visitor arrival. Assists security officer with executing established procedures. Assist with on-air pledge drives, concerts and special events designed to cultivate and strengthen relationship with members and viewers. During campaigns will assist with on-set logistics including supervision and training of the volunteers. Assists in the maintenance and accuracy of all entries into all associated databases as well as the online donation website.

Ideal candidate will be a high school graduate with one year of customer service experience. Has working knowledge of Microsoft Office. Excellent organizational skills and attention to detail is a



Application for Employment

Schedule Interview
Schedule Interview

Interview Date: 5/26/2022

Interview Time: 1p

Supervisor Name:

Interview Location:

Note:

mwestby
7/27/2022 3:40 PM
Interview
Deny

Reason: Candidate has been selected for this position.

SouthFloridaPBS.org

Date: 05/16/2022

South Florida PBS, Inc. ("SFPBS") is an equal opportunity employer and will not discriminate against any employee or applicant for employment in any manner prohibited by law. If you feel you have been treated or discriminated against for any reason, please notify the Chief Operating Officer or President & CEO in writing, so that we may promptly address your concerns.

SFPBS utilizes a sophisticated and detailed background and pre-employment investigation process. Should this process determine any inaccurate or incomplete information, it will result in you either being disqualified from employment with SFPBS as an applicant, or it will result in termination of your employment if the inaccuracies are discovered subsequent to your employment with SFPBS. Accordingly, SFPBS strongly suggests that you NOT complete this application until you have the time and accurate information to do so.

SFPBS requires all individuals applying for regular/full-time or part-time positions to submit to a drug screening program prior to employment, and that all employees submit to drug and alcohol testing during the course of their employment. The result of such screening/testing will be initially disclosed to decision makers for SFPBS and may be the basis for disqualifying any candidate for employment and for termination during employment. SFPBS reserves the right to utilize this information in any way it deems necessary, such as but not limited to civil, criminal and administrative proceedings and any other similar matters. By signing this application, I agree to the foregoing and further agree to hold SFPBS harmless for any claims resulting from such screening/testing for drug and/or alcohol use.

Employment Data

Type of work desired COMMUNICATIONS & MARKETING SPECIALIST Salary desired 50,000.00

Date available 05/20/2022

Check appropriate box for type of employment: Regular/Full-Time Part-Time Freelance Intern

Personal Data

Last Name	First	Middle	Social Security #
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Present Address: (street, city, state, zip)	mwestby 5/17/2022, 12:17 PM HR Application Review Accept Note: For your review. Department: COMMUNICATIONS	[REDACTED]
Telephone: <input type="checkbox"/> Home <input checked="" type="checkbox"/> Cell	[REDACTED]	Email: [REDACTED]

Referred by: website

If related to anyone in our employ name and department: No

If hired, can you furnish proof you are eligible to work in the United States?* Yes No

*Proof of age, eligibility for employment in the U.S. and your permanent address will be required after employment.

Are you color blind? Yes No

Have you ever been employed by South Florida PBS - WPBT2 or WXEL? Yes No

From:

To:

Monica Ramos Westby

From: Monica Ramos Westby,
Sent: Wednesday, May 25, 2022 3:11 PM
To: Monica Ramos Westby,
Cc: Monica Ramos Westby,
Subject: Employment Opportunities at South Florida PBS
Attachments: Communications & Marketing Specialist.docx

Good afternoon,

Attached please find the most recent job postings for currently open positions. Please share with any interested parties.

Interested parties should apply by sending a resume with cover letter to HR@southfloridapbs.org or [Click Here to Apply](#) ,EOE, M/F/D/V

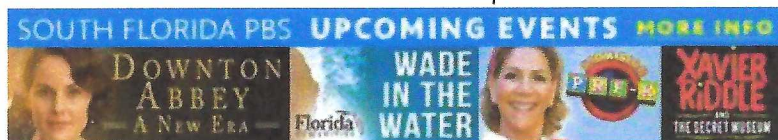
If you would like to be removed from future Employment Opportunities emails, you can let us know at any time.

Have a great week!

Best regards,
Monica

Monica Ramos Westby, SHRM-CP
Human Resources Manager
Office: [REDACTED]
Email: [REDACTED]

SOUTH FLORIDA



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'cmt@trippscott.com'; 'palmbeachworks@vecelligroup.com'; 'gweaver5300@aol.com';
'michaelzi@baptisthealth.net'; 'margareteidson@mac.com'; 'ucstec@hotmail.com'



Communications & Marketing Specialist

South Florida PBS is looking for a dynamic person to assist with the organization, planning, and execution of multi-media communications, public relations campaigns, education and station outreach events. Will work with the Communications team to market and promote South Florida PBS program services through multi-media platforms including social media and other emerging opportunities. Creates content for South Florida PBS blogs & social media platforms in support of events, programs & marketing strategies. Produces station video interstitials as needed/requested. Interacts with clients, contacts, committee boards & logistic providers throughout the coordination of the events. Researches and secures sponsorships, facilitates presentations and workshops on KidVision Pre-K Teachers Association Professional Development Program on a national level. Creates press releases for South Florida PBS programs and researches media outlets for potential relationships.

College degree in Public Relations, Communications or Marketing preferred or equivalent experience. Minimum one to two years' experience in public relations & event coordination. Some experience in television production preferred. Demonstrated success in developing and managing promotional campaigns. Working knowledge of linear and non-linear editing. Experience in promotion and scriptwriting. Ability to write concisely & creatively. Computer proficiency especially with social media platforms and a strong working knowledge of Microsoft Office. Computer graphics, edit suites (Avid or Final Cut Pro) strongly preferred.

Send resume with cover letter to: South Florida PBS, HR, 3401 S. Congress Avenue, Boynton Beach, FL 33426, or hr@southfloridapbs.org, EOE, M/F/D/V

