

WEDU-TV  
TAMPA, FL

EEO PUBLIC FILE REPORT  
OCTOBER 1, 2021  
SEPTEMBER 30, 2022

	RECRUITMENT SOURCE	CONTACT	TOTAL INTERVIEWED	REQUESTED NOTIFICATION
1	WEDU Internal posting, bulletin bds, Referrals	HR Manager 813/739-2922	8	N
2	WEDU.org Website, 1300 North Blvd. Tampa, FL 33607	HR Manager 813/739-2922	8	N
3	The Reserves Network 5410 Mariner St. Suite 175 Tampa, FL 33609 813.258.4101	Recruitment Company	8	N
4	Indeed.com	Internet job posting site	34	N
5	Current.org	Internet job posting site	0	N
6	SBE.org	Internet job posting site	5	N
7	LinkedIn	Internet Networking job site	5	N
8	Warren-Averett Staffing 400 N Ashley Dr #700 Tampa, FL 33602 813.229.2321	Recruitment Company	11	N
9	PBS.org	Internet job posting site	1	N
10	creativecircle.com	Internet job posting site	9	N
11	JazzHR	Internet job posting site	7	N

WEDU-TV  
TAMPA, FL

EEO PUBLIC FILE REPORT  
OCTOBER 1, 2021  
SEPTEMBER 30, 2022

**TOTAL INTERVIEWED**

**96**



**OUTREACH INITIATIVES**  
**WEDU PBS-TV/WEDQ PBS-TV**  
**OCTOBER 1, 2021 TO SEPTEMBER 29, 2022**

WEDU/WEDQ PBS maintains a strong internship program, offering opportunities to students wishing to learn about careers in public television, and television broadcasting in general. Internships are also available in non-broadcasting areas, such as accounting and special events. Students can choose from various options that best match their interests. Internships are available throughout the year.

As of this report, no internships were able to be completed at this time due to Covid 19.

WEDU/WEDQ PBS normally gives tours of its facilities to schools and other organizations, the following tours were given: 4/12/22 International Journalist Tour, 6 journalists and 2 interpreters from Latvia (State Dept.); 5/19/22 Broward Elementary morning TV Crew, 6 students and 2 adults; 6/3/22 Essrig Elementary morning TV Crew, 12 students and 4 adults; 6/15/22 International Journalist Tour, 5 journalists and 2 liaisons from India; 6/17/22 Boy Scout Troop 3892, 10 students and 2 adults working on their Journalism Merit badge; 9/19/22 International Journalist Tour Middle East, 16 journalists and 4 chaperones.

**WEDU PBS AT-HOME LEARNING**

**Objective:**

To provide quality PBS broadcasts and resources for distance learning environments, WEDU provided daily PBS broadcasts and study guides featuring links to PBS LearningMedia resources for grades PK-12. Broadcasts also incorporated a variety of locally produced WEDU content and instructional materials that provided a Florida studies approach for grades 6-12. Activity calendars with links to PBS Kids Ready To Learn resources were created as weekly companion study guides for the *Let's Learn* series for ages 3-8, and newly created *Teach Your Way* monthly activity calendars supplied new instructional assets for early learning providers. The morning broadcast block also included printable PBS Kids curriculum packets for grades PK-K and 1-2 highlighting a variety of themes including math and literacy skills, family traditions and storytelling, healthy habits, and much more. In the last two quarters of 2021, approximately 11,000 new PBS LearningMedia user accounts were created within the WEDU service area. The WEDU PBS At-Home Learning program was funded through December 2021 by a grant from the Barancik Foundation, with additional support provided by the Monroe E. and Suzette M. Berkman Family Foundation at the Community of Foundation of Tampa Bay. WEDU plans to continue to offer digital resources as a part of the station's educational outreach.

**FAMILY ENGAGEMENT**

To provide enrichment experiences and quality PBS educational resources for children and families to assist with school readiness and success.

Remake Learning Days: WEDU is fulfilling our commitment to this important project sponsored by *The Patterson Foundation*. The project featured myriad community partnerships to provide early learning workshops, events and activities within Manatee, Sarasota and Desoto counties. In addition, WEDU conducted two in-person, Curious George themed family events and one virtual workshop in partnership with the Van Wezel on incorporating arts into education work.

This summer WEDU worked with educational researchers from the **David C. Anchin Center at USF** on a small contract by our education programs. The needs assessment work will commence this fall.

WEDU received a \$10,000 **Ready to Learn** "Learning Neighborhood Planning Project" grant. As part of the cohort of PBS stations doing similar planning for their communities, the education team will work to plan how it would implement a neighborhood program for young learners. Upon completion of the planning work, CPB will issue additional RFPs for implementation funds.

The Education team worked with other departments to secure \$7,000 in funding from the **Koski Foundation** and \$10,000 from PNC to support a spring 2023 Be My Neighbor event.

**PROFESSIONAL DEVELOPMENT**

To provide quality educational outreach to the community by maintaining an informed and proficient staff. WEDU presented the following virtual workshops during the reporting period.

- September 2021- "PBS Resources for Dealing with Traumatic Experiences in Children" - 8 early learning providers – Partner - Hillsborough Early Learning Coalition Institute for Early Childhood Professionals
- September 2021 - "PBS LearningMedia for Families Training" - 15 parents/caregivers – Partner - Roland Park Elementary School, Tampa
- October 20, 2021- "PBS Autism Resources" - 20 members of the staff of Hillsborough County Family Resources Centers, a division of the Children's Board of Hillsborough County
- October 26, 2021 - "PBS Resources for Dealing with Traumatic Experiences in Children" - 26 early learning providers – Partner - Pasco/Hernando Early Learning Coalition
- November 3, 2021 - "PBS Resources for Social-Emotional Growth" - 26 early learning providers – Partner - Pasco/Hernando Early Learning Coalition
- November 9, 16, and 30, 2021 – " PBS Kids Ready To Learn Family and Community Workshops" - 12 families per session - The parent/child interactive workshops were presented during Native American Heritage Month and featured Molly of Denali, the first

nationally distributed children's series to feature a Native American lead character. The workshops are literacy-based and particularly focus on strategies for using informational text with young children. – Partner – Palm Harbor Public Library

- January 11, 2022 – "Preschool Social-Emotional Growth" 12 early learning providers – Hillsborough Early Learning Coalition Institute for Early Childhood Professionals
- January 13, 2022 - "After School Enrichment" 10 informal educators - EDEP Manatee County PS
- June 10, 2022 - "Preschool Social-Emotional Growth" 25 early learning providers – Hillsborough Early Learning Coalition Institute for Early Childhood Professionals June 2, Pasco Hernando Early Learning Coalition, Early Learning STEM 10 pre-K educators – Pasco Hernando Counties
- June 14, 16 & 21 - "Molly of Denali" Family and Community Learning – Online 18 families – WEDU viewing area In this series of 3 free workshops, families engage in active, hands-on learning and fun! The workshops use creative play and exploration to introduce kids and grown-ups to tools that help with literacy and reading skills with an emphasis on family values and cultural awareness.
- July 19, 21 & 26 - "Ruff Ruffman Sensational Science FLC"- Online 12 families – WEDU viewing area
- In this series of 3 free workshops, families join a learning adventure with Ruff Ruffman that gets the whole family involved in hands-on STEM at home.
- August 2, Hillsborough Early Learning Coalition, School Readiness 4 early learning providers
- August 16, Read with Friends proof of concept family event, literacy 12 families in WEDU viewership area
- August 30, Hillsborough County Early Learning Coalition, Preschool Social Emotional Growth

**Measurement:**

Attendance for the workshops was smaller than typical, which we attribute to the pandemic. Providing workshops from a distance helps balance the dip because staff/consultant time during the actual training is less, because travel is not required.

Surveys were distributed to workshop participants to evaluate the value and effectiveness of presentations. Results were overwhelmingly positive with an average of 96% of responses receiving a rating of 4 or 5 (scale of 1 being lowest and 5 being highest) for quality and knowledge of the presenter, appropriateness of materials, and overall workshop value. Comments: "Valuable information!" "Wonderful training!"

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- Interviews
- Analytics
- Tools

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### Donor Services/Data Entry Customer Support

WEDU-WEDQ PBS – Tampa, FL

Closed

[View public job](#)

### Candidates

142

Applicants

142

Awaiting

0

Contacted

### Application Setting

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org  
Also send an individual email each time someone applies

#### Candidates contact you

No

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024  
For more detailed data, visit the [performance report](#).

0

Impressions

0

Clicks

0

Started applications

0

Applications

### Details

**Posted:** August 20, 2023

**Views:** 0

**Applications received:** 0

## Metrics over time ^

Day

Week

Applications ▾

+ Add metric to compare

4

3

2

1

0

04/01

04/03

04/05

04/07

C

## Job description

WEDU Development Division

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### **JOB DESCRIPTION: Donor Services Data Entry Assistant/Customer Support/PT**

OBJECTIVE: To effectively assist in membership duties of data entry and customer service.

REPORTS TO: SR VP of Development

DUTIES:

1. Processes daily data files of donations, reconciles reports.

2. Provides customer service to WEDU members via phone, mail and in person.
3. Responds daily to incoming emails from donors, viewers.
4. Creates and updates source codes for each pledge drive.
5. Provides assistance with processing daily documents within the membership database, and customer service issues, ie. returned mail, research and member account updates
6. Performs assigned membership duties.
7. Maintains excellent internal and external communications, both verbally and in writing.
8. Arrives at work, ready for work, at the specified time.
9. Adheres to the safety and security policies of the station.
10. Performs any other duties of incidental nature as assigned.

**Application Process:** Potential candidates should send cover letter, resume, and salary history.

WEDU is a Drug Free Workplace and is committed to Equal Opportunity Employment and fully supports workplace diversity – all qualified applicants are welcome.

Job Type: Part-time

Schedule:

- Day shift

Education:

- High school or equivalent (Preferred)

Experience:

- Customer Service: 1 year (Preferred)

Work Location:

- One location

Work Remotely:

- No

Work Location: In person

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## Associate Director of Marketing and Community Partnerships

WEDU-WEDQ PBS – Tampa, FL

Closed

[View public job](#)

### Candidates

70

Applicants

70

Awaiting

0

Contacted

### Application Setting

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org

Also send an individual email each time someone applies

#### Candidates contact you

No

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the [performance report](#).

0

Impressions

0

Clicks

0

Started applications

0

Applications

### Details

**Posted:** June 23, 2021

**Views:** 0

**Applications received:**

## Metrics over time ^

Day

Week

Applications ▾

+ Add metric to compare

4

3

2

1

0

04/01

04/03

04/05

04/07

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Collapse

+ Create new >

Jobs

Campaigns

Smart Sourcing

New

Candidates

Interviews

Analytics

Tools

## Job description

REPORTS TO: Vice President of Marketing and Community Partnerships

DUTIES:

1. Obtain new corporate support throughout the 16 counties we serve, in an efficient and effective manner per individually established sales and activity goals.
2. Contact, visit and cold call new businesses, foundations, advertising agencies, and other entities regarding corporate support opportunities for assigned accounts.

3. Contribute as directed to ongoing prospecting program.
4. Coordinate individual on-air, on-line, print and streaming credit production for assigned accounts
5. Prepare reports and contracts in timely manner.
6. Participate in business-related community organizations; maintain positive community relations for WEDU.
7. Maintain excellent internal and external communications; adhere to safety and security policies of the station.
8. Perform any other incidental duties & assist with planning off-air events as assigned as assigned.

#### MINIMUM EXPERIENCE

- Bachelor's degree preferred
- 2 years of media market or related sales experience
- Success selling digital assets
  - An equivalent combination of experience and education will be considered
- Exceptional interpersonal and communication skills. Public speaking experience a plus
  - Strong problem solving and multi-tasking capabilities
- Proven ability to handle confidential information
- Ability to work independently as well as part of a team
- Basic knowledge of computer software (M.S. Office Suite)
- Basic experience using a CRM Systems

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching

- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Supplemental pay types:

- Commission pay

Education:

- Associate (Preferred)

Experience:

- Marketing: 2 years (Preferred)

Work Location:

- Multiple locations

Work Location: Multiple locations

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## Broadcast Systems Engineer

WEDU-WEDQ PBS – Tampa, FL

Closed

[View public job](#)

## Candidates

17

Applicants

17

Awaiting

0

Contact

## Application Setting

### Application method

Email

### Require resume

Yes

### Application updates

jobs@wedu.org

Also send an individual email each time someone applies

### Candidates contact you

No

## Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the

[performance report](#).

0

Impressions

0

Clicks

0

Started applications

0

Applications

## Details

**Posted:** October 5, 2022

**Views:** 0

**Applications received:**

## Metrics over time ^

Day

Week

Applications ▾

+ Add metric to compare

4

3

2

1

0

04/01

04/03

04/05

04/07

C

## Job description

Broadcast Systems Engineer

We are looking for a well-rounded individual to fill the Broadcast Engineer position here at WEDU. The Broadcast Systems Engineer will report to the Director of Engineering and work with all departments in moving the TV station into the future.

Job Responsibilities:

- Ensure that our broadcast signal continues without interruption and complies with FCC regulation
- Plan, manage, train and coordinate with our broadcast

Collapse

+ Create new



Jobs
Campaigns
Smart Sourcing <span>New</span>
Candidates
Interviews
Analytics
Tools

technicians as well as all departments as needed

- Maintains all broadcast technology and equipment for the station
- Installs and tests new systems and technical infrastructure for the station
- Minimizes service interruptions at times of equipment and/or system failure by rapidly identifying and implementing solutions
- Communicates with members of the technical team and other teams to effectively resolve equipment and system issues
- Maintain and grow technical and job knowledge
- Excellent interpersonal, verbal and written communication skills
- Maintain comprehensive diagram and notes of electronic equipment, wiring and software.
- Must be willing and able to work any and all shifts, including overnights, nights, and holidays as needed
- Performs other duties as assigned

#### Job Requirements:

- Must be skilled in areas of broadcast/IT equipment maintenance
- Attention to detail and commitment to find permanent solutions to issues instead of quick fixes
- Ability to coordinate multiple projects and prioritize accordingly
- Strong PC/MS Office experience, Mac experience a plus
- Experience with fiber connectivity, production equipment including but not limited to: A/V



routing, audio equipment, graphics systems and editing systems

- Knowledge of Audio/Video over IP a plus, digital transmitters and other broadcast-related equipment
- Organizational skills to maximize the usage of our space and equipment
- Dedication to quality maintenance and willingness to complete the job
- Have a CAN-DO mindset
- Ability to meet deadlines, prioritize assignments and handle multiple tasks simultaneously

#### Education & Experience:

- 3 years of experience in Broadcast or a Technical environment
- Associates Degree in Engineering or equivalent combination of education and experience
- FCC General Class License or SBE Certification desired
- A valid driver's license

#### Safety and Security:

- Employees are required to maintain compliance with WEDU's safety, security, drug free and confidentiality programs to secure a safe working environment and protect the company's intellectual property.

Job Type: Full-time

Pay: \$50,000.00 - \$55,000.00 per year

#### Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance

- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Work Location:

- One location

Work Remotely:

- No

Work Location: In person

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### Human Resources Administrator

WEDU-WEDQ PBS – Tampa, FL

Closed

[View public job](#)

### Candidates

58

Applicants

26

Awaiting

0

Contact

### Application Setting

#### Application method

Email

#### Require resume

Give option to include :

#### Application updates

jobs@wedu.org  
Also send an individual  
each time someone ap

#### Candidates contact you

No

#### Details

**Posted:** December 13, 2023

**Views:** 0

**Applications received:**

Collapse

+ Create new >

Jobs

Campaigns

Smart Sourcing New

Candidates

Interviews

Analytics

Tools

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the

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0

Impressions

0

Clicks

0

Started applications

0

Applications

## Metrics over time ^

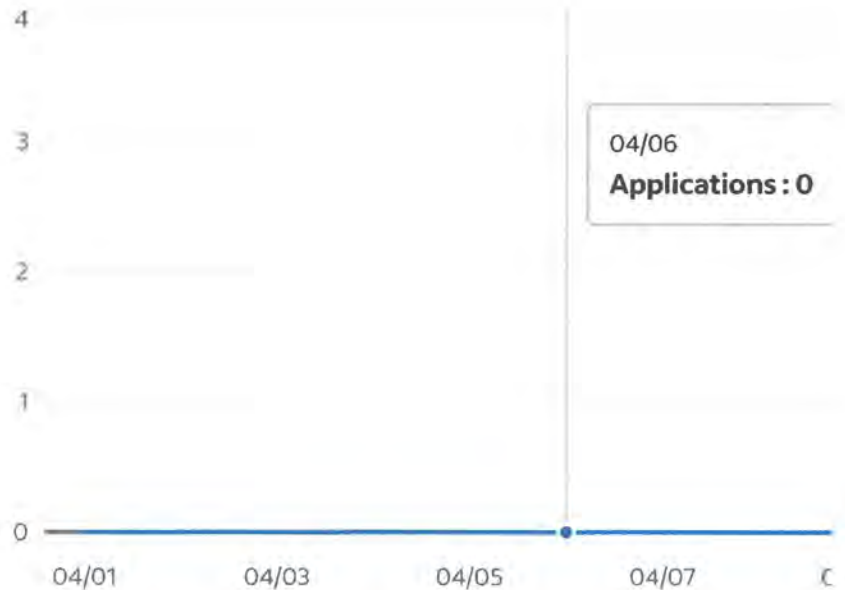
Day

Week

Applications



+ Add metric to compare



## Job description

Job Title: Human Resources Administrator

Department: Administration-Executive

Reports to: Director of Human Resources

Job Type: Full Time

**Objective:** The Human Resources Administrator is responsible for performing HR-related and administrative duties on a professional level. This position carries out responsibilities in the following HR areas: administrative duties as assigned, recruitment/employment, employee relations, and employment law compliance. This position will also assist

the Senior VP of Operations and the Executive Office as needed.

**Essential Duties and Responsibilities:**

1. Conducts recruitment efforts for personnel including: writing and placing job advertisements, maintain accurate and timely job postings, new hire screening, background checks, employee onboarding and orientation.
2. Perform administrative duties, such as maintain employee database.
3. Maintain proper records of employees.
4. Assist HR Director in policy formulation, hiring and salary administration.
5. Submit online job postings, shortlist candidates and schedule job interviews.
6. Coordinate orientation and training sessions for new employees.
7. Ensure smooth communication with employees and timely resolution to their queries.
8. Responsible for the completion and accuracy of all personnel files. Maintain organizational charts.
9. Maintain data within government guidelines regarding equal opportunity provisions and assures DEI compliance.
10. Produces various government and regulatory reports.
11. Maintains current knowledge of management, legal, and personnel issues and trends.
12. Implements planning and preparation of various business meetings and employee special events.
13. Provide professional internal and external communications, both verbally and in writing.

14. Assist with administrative duties assigned by the Senior VP of Operations or the Executive Office.

15. Represent the organization to the community as requested.

16. Other duties as assigned.

**MINIMUM REQUIREMENTS:**

1. Associates degree in Human Resources.

2. PHR or SHRM-CP certification a plus.

3. Recruiting/Staffing experience preferred.

4. 3-5 years HR and administrative experience.

5. An equivalent combination of experience and education will be considered.

6. Exceptional interpersonal and communication skills.

7. Strong problem solving and multi-tasking capabilities.

8. Proven ability to handle confidential information.

9. General knowledge of employment laws and practices.

10. Ability to work independently as well as part of a team.

11. Extensive knowledge of computer software (M.S. Office Suite).

WEDU PBS believes that diversity is important to our success. We are committed to equal employment opportunity and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sexual orientation, gender identity, gender expression, age, religion, veteran status, disability or any other characteristic

protected by law. WEDU is a Drug Free Workplace.

**Application Process:** Potential candidates should send cover letter and resume

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Work Location: In person

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### Public Relations/Email Marketing Coordinator

WEDU-WEDQ PBS – Tampa, FL

Closed

[View public job](#)

### Candidates

99

Applicants

99

Awaiting

0

Contacted

### Application Setting

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org  
Also send an individual update each time someone applies

#### Candidates contact you

No

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024  
For more detailed data, visit the [performance report](#).

0

Impressions

0

Clicks

0

Started applications

0

Applications

### Details

**Posted:** July 21, 2021

**Views:** 0

**Applications received:**



## Metrics over time ^

Day

Week

Applications ▾

+ Add metric to compare

4

3

2

1

0

04/01

04/03

04/05

04/07

0

## Job description

WEDU PBS Communications Department

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**Job Title:** Public Relations/Email  
Marketing Coordinator

**Reports to:** WEDU Vice President of  
Communications

**Job Type:** Full-Time (40 hours per week)

### JOB OBJECTIVE:

This staffer will play a vital role in supporting WEDU PBS communications, public relations, marketing, community outreach and event activities through the

development of public relations efforts, email newsletters, event logistics and administrative duties.

### Essential Duties and Responsibilities:

1. Responsible for identifying media opportunities and promoting positive public awareness of the company through external communications.

- Developing, coordinating and preparing communications for announcements and event promotions for local programming and community outreach to include copywriting for on-air scripts, press releases and blog posts.
- Responsible for creating and distributing email newsletters including but not limited to; weekly Preview newsletter and monthly EdConnect newsletter including specific graphics and program descriptions.
- Responsible for coordinating virtual screening events and hosting panel discussions including coaching event speakers, assisting guests and other related event needs.
- Collaborate with the digital team on PR efforts on social media for on-air, virtual and community events.
- Manage guest related events calls, emails, questions and requests for station events.
- Provide assistance/support for Creative Services Project Manager, marketing department and digital team as needed and serve as backup for web and print production projects.

Collapse

+ Create new	>
Jobs	
Campaigns	
Smart Sourcing	New
Candidates	
Interviews	
Analytics	
Tools	

- Assist in coordinating event volunteers for events.
- Communicate and coordinate with departments throughout the organization on projects as needed
- Provide support to assigned station events, including but not limited to reservations, on site check-in, set-up, clean-up, data entry and staffing at events; work with special events for a timely follow-up of attendees and immediate cultivation of potential members or donors
- Assist with grant applications and events collateral needs by maintaining timelines, research, assembly and delivery of grant materials.
- Maintain an inventory of available PR and marketing materials and promotional items. Serve as scheduler for marketing props such as photo backdrops, banners, etc.
- Maintain excellent internal and external communications, both verbally, and in writing.
- Perform any other duties as assigned, including but not limited to, provide coverage for front desk receptionist or other organization support personnel, assist with meeting and/or event set-up and clean-up

**Minimum Requirements:**

- Two years of experience in communications, public relations, email and/or event marketing role

- Educational background in communications, public relations or related field
- Strong copywriting and copy editing skills
- Proficiency in Microsoft Office, web design, and email newsletter programs and comfortable learning new applications and platforms as technology evolves
- Some knowledge or experience with Adobe, HTML and social media marketing
- Strict external and internal customer service standards
- Flexibility and initiative
- Occasional nights and weekends

#### **SAFETY AND SECURITY:**

Employees are required to maintain compliance with WEDU's safety, security, drug free and confidentiality programs to secure a safe working environment and protect the company's intellectual property.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Work Location:

- One location

Work Remotely:

- No

Work Location: In person

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## Kay Siudzinski

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**From:** Kay Siudzinski  
**Sent:** Friday, February 4, 2022 1:02 PM  
**To:** WEDU Personnel  
**Subject:** Jr. Accountant position  
**Attachments:** Jr. Accountant job description 1-5-22.doc

All,

The position of Jr Accountant is open as Michelle Lomen is no longer in the Accounting office. If you or someone you know is interested please send a resume to me or to [jobs@wedu.org](mailto:jobs@wedu.org).

Also, if you have any bills/invoices to be paid please email them to Debra or place them in the box on the Business Office door. They are here to help if you need anything from Accounting.

Thank you,  
Kay

**Kay Siudzinski PHR, SHRM-CP | Director of Human Resources**

WEDU PBS | 1300 N BOULEVARD, TAMPA, FL 33607-5645  
(813) 739-2922 | [wedu.org](http://wedu.org) | [Facebook](#) | [Twitter](#) | [Instagram](#)



## WEDU BUSINESS & FINANCE

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### JOB DESCRIPTION – Jr. Accountant

**OBJECTIVE:** Perform day-to-day financial and business activities of WEDU

**REPORTS TO:** Chief Financial Officer

### DUTIES:

1. Prepare purchase orders, process & enter invoices for cash disbursements, process payments, and maintain accounts payable records and files.
2. Prepare customer invoices and billings for underwriting. Work closely with underwriting staff and traffic mgr. to ensure billing is accurate. Process and maintain accounts receivable records and files.
3. Track and reconcile underwriting agreements and payments for billing and for commissions.
4. Manage financial aspect of tower rentals and other monthly billings. Prepare billing and track monthly payments.
5. Prepare production paperwork and customer invoices for uplinks and studio rentals.
6. Review outstanding accounts receivable and work with sales staff to collect outstanding invoices, possibly making phone calls to clients.
7. Work with underwriting staff to collect Inkind Letter documentation as required by CPB for AFR.
8. Perform daily check deposits, credit card deposits and customer account updates, and post into general ledger.
9. Open and distribute incoming mail and process outgoing U.S. mail for the organization.
10. Order and maintain office and printer/copier supplies for organization.
11. Maintain the records for fixed asset purchases, disposals and depreciation.
12. Prepare detailed accounting reports as needed.
13. Prepare assigned portion of the annual budget and assist with periodic budget reviews.

14. Prepare schedules and reports for external auditors and assist auditors as requested.
15. Record other WEDU financial transactions in general ledger.
16. Assist with preparing government compliance reports and filings, including CPB, Census Bureau, IRS form 990, IRS form 990-T, Form 1099, and other IRS returns, Florida returns, local tax filings and reports.
17. Assist with preparing investment reports and processing incoming stock donations, as necessary.
18. Assist with recording membership contributions, fundraising pledges and other membership database transactions on the WEDU general ledger, as necessary. Assist with reconciling the membership database records with the general ledger accounts.
19. Assist with preparing purchase orders for payment of payroll deductions and reconcile to payroll software and processing employee benefit plan accounting.
20. Assist with preparing payroll related reports and pulling financial documentation as requested.
21. Maintain the highest levels of confidentiality regarding business and staff information.
22. Perform other duties as requested.



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Tools

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### Sales/Marketing Administrative Assistant

WEDU-WEDQ PBS – Tampa, FL

Closed

[View public job](#)

### Candidates

<b>105</b>	<b>105</b>	<b>0</b>
<b>Applicants</b>	<b>Awaiting</b>	<b>Contact</b>

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024  
For more detailed data, visit the [performance report](#).

**0**  
Impressions

**0**  
Clicks

**0**  
Started applications

**0**  
Applications

### Application Setting

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org  
Also send an individual  
each time someone ap

#### Candidates contact you

Yes, at email address pr

### Details

**Posted:** November 2, 2

**Views:** 0

**Applications received:**

## Metrics over time ^

Day

Week

Applications ▾

+ Add metric to compare

4

3

2

1

0

04/01

04/03

04/05

04/07

0

## Job description

**Job Description: Marketing Assistant - Full Time**

**Reports to: Vice President of Marketing**

Job Objective:

Provide support for the Marketing Department (VP and three Sales Executives) as they generate revenue to help sustain the quality programs broadcast on WEDU by creating, writing and maintaining sales/marketing research materials, databases, contracts and broadcast calendars. The position requires strong organization skills, a creative background, as well as writing, and

administrative proficiency as outlined below.

#### Essential Duties and Responsibilities:

- Design and write copy for marketing materials, i.e. media kits, brochures, one-sheets, etc. using basic industry standard programs and applications, layout and design standards, and ongoing maintenance of the above
- Design print ads for clients; assist with script writing for on air spots
- Enter and update sponsor account information in database system
- Maintain records and files of departmental sales orders; route all broadcast and print contracts
- Print and verify broadcast flight schedules and affidavits upon request
- Assist VP and three sales executives with various administrative functions: copying, mail, filing, recording meetings, graphic design, research, presentations, contract fulfillment, special events, etc.
- Manage multiple department projects and priorities effectively.
- Check Broadcast discrepancy reports daily; advise team of issues
- Be the main liaison with Florida Public Media
- Run Media Audit research reports upon request
- Assist in coordination and execution of marketing department community engagement outreach events
- Prepare and format in-house reports using established data gathering techniques and tracking procedures

- Incorporate diversity in all materials in accordance with company policy and procedures
- Oversee department interns and/or volunteers
- Order departmental office supplies
- Maintain excellent inter-departmental communications, both verbally and in writing
- Manage external communications, both verbally and in writing
- Maintain compliance with WEDU's safety, security, drug free and confidentiality programs to secure a safe working environment and protect the company's intellectual property.
- Perform other duties as assigned.

Qualifications:

A minimum of an Associate's Degree

Minimum of one year's creative writing and computer design experience.

Strong working knowledge of Microsoft Office programs, including Word, Excel, PowerPoint and Outlook.

Strong working knowledge of Adobe Design including In Design, Photoshop and Illustrator.

Excellent organizational skills; ability to manage multiple tasks.

Ability to work effectively in a team environment or individually with minimal supervision.

Job Type: Full-time

Pay: \$15.00 per hour

Benefits:

- 401(k)
- 401(k) matching

- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Work Location:

- One location

Benefit Conditions:



- Waiting period may apply

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### Director of Educational Services

WEDU-WEDQ PBS – Tampa, FL

Closed

[View public job](#)

### Candidates

47

Applicants

33

Awaiting

0

Contacted

### Application Setting

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org

Also send an individual email each time someone applies

#### Candidates contact you

No

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

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[performance report.](#)

0

Impressions

0

Clicks

0

Started applications

0

Applications

### Details

**Posted:** December 13, 2023

**Views:** 0

**Applications received:** 0

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Jobs

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New

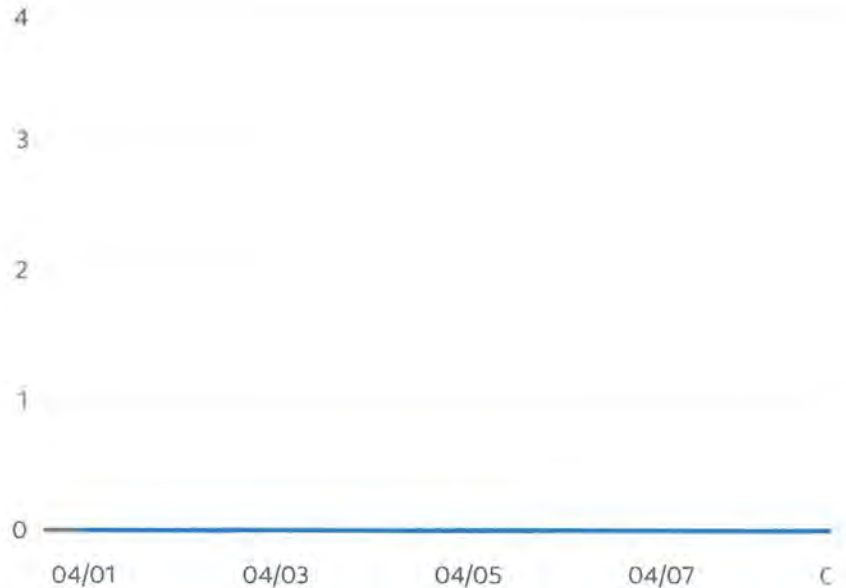
- Candidates
- Interviews
- Analytics
- Tools

**Metrics over time** ^

- Day
- Week

Applications ▾

**+** Add metric to compare



**Job description**

Director of Educational Services

Objective: Effectively envision, coordinate and provide management of all Education initiatives for WEDU PBS.

Reports to: Senior Vice President of Operations

**Essential Responsibilities and Duties:**

1. Use forward thinking as the key designer and coordinator of all station education and outreach initiatives.

- Stay abreast of educational needs, trends and advocacy at the regional, state and national levels.

Follow current trends such as remote learning, digital content, etc.

- Forge strategic partnerships at the local, state and national level, including with schools, districts, regional service centers, colleges, education-related organizations, community nonprofits and other public stations

4. Partner with the Underwriting and Development departments to secure funding from local, state and national sources for ongoing WEDU initiatives. As well as secure funding for Education initiatives through successful grant writing and other funding opportunities.

5. Coordinate, execute and/or supervise activities associated with the station's outreach activities targeted specifically for the area's education communities.

6. Responsible for education marketing by providing content for the station website, social media initiatives, member magazine, grants and other communications as they relate to the above-mentioned areas.

7. Prepare and submit required budgets, reports and other documentation in coordination with other grant funded projects. Evaluate effectiveness of educational initiative and have the ability to set metrics and collect and analyze data for WEDU education services.

#### **Essential Qualifications:**

1. A Bachelor's Degree in Education or a related field

- At least three years in a leadership position that has required interaction with a range of stakeholders, such as educators, funders, community organizations and families



3. At least six years of experience in education and/or education technology

- Prior success managing complex projects or strategic partnerships at the community, regional, state and national levels
- Up to date on Pre-K through 6th grade educational trends
- Ability to understand education research and interpret findings as they relate to WEDU's work
- Able to interact and communicate diplomatically with multiple external organizations, internal departments, management and other team members
- Strategic thinker, with strong leadership and collaboration skills
- Excellent writing, communication and presentation skills

**Preferred Qualifications:**

- Master's degree in Education or a related field
- Experience working with Florida and national education institutions
- Knowledge of the Tampa area philanthropic community with past success securing grants and other funding from local, state and national sources
- Familiarity with educational institutions and organizations and their staffs in Florida and beyond
- Experience/familiarity with the mission and services of public media

WEDU PBS believes that diversity is important to our success. We are committed to equal employment opportunity and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sexual orientation, gender identity, gender expression, age, religion, veteran

status, disability or any other characteristic protected by law.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Education:

- Bachelor's (Preferred)

Experience:

- Education: 5 years (Preferred)



Work Location: Multiple locations

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## Digital Media Manager

WEDU-WEDQ PBS - Tampa, FL

### Candidates

107

Applicants

107

Awaiting

0

Contact

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the

[performance report.](#)

0

Impressions

0

Clicks

0

Started applications

0

Applications

Closed

[View public jobs](#)

### Application Setting

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org

Also send an individual email each time someone applies

#### Candidates contact you

No

### Details

**Posted:** August 2, 2021

**Views:** 0

**Applications received:**

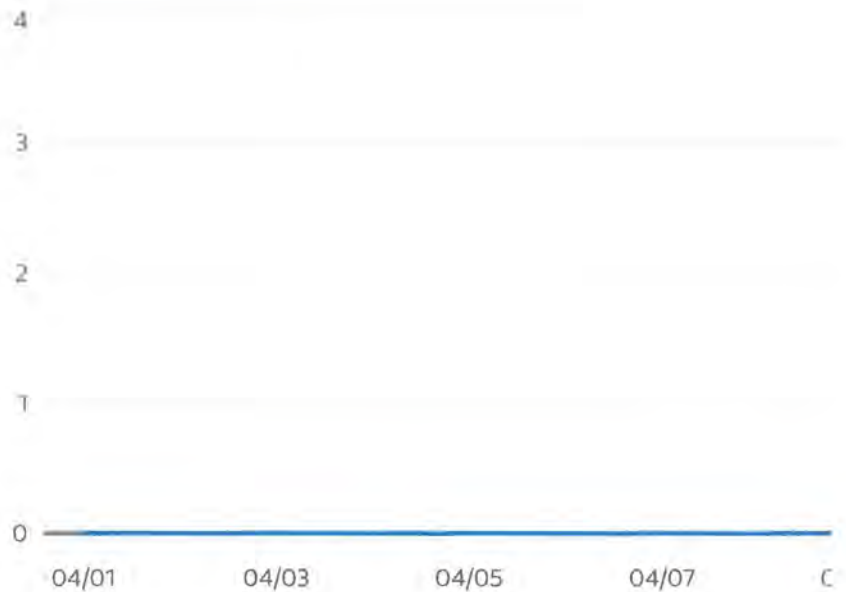
## Metrics over time <sup>^</sup>

Day

Week

Applications <sup>∨</sup>

**+** Add metric to compare



## Job description

Digital Media Manager

Responsibilities:

- Execute a results-driven digital media strategy
- Develop, design and curate engaging content for web and digital platforms
- Create, edit and maintain written, video and photo content for social media
- Develop an optimal posting schedule, considering web traffic and audience engagement metrics

- Manage Digital Services Specialist
- Collaborate with content developers
- Attend events and produce live social media content
- Research marketing trends and apply industry best practices
- Develop, grow and retain audience engagement
- Analyze analytics reports to gain insight on traffic, demographics, and effectiveness; utilize this information to positively affect future outcomes
- Build meaningful connections and encourage community members through dialogue and messaging
- Recognize and foster non-traditional means for content distribution
- Stay up-to-date with changes in all social platforms, digital growth strategies, and explore new ways to maximize effectiveness
- Maintain unified brand voice across all digital platforms

Requirements:

- 2 years of experience as a Digital Media Manager or similar role
- BS in Communications, Marketing, New Media, Public Relations or equivalent experience
- Passion for web, social media and proficiency with major social media platforms/social media management tools
- Highly creative team player
- Strong design, copywriting and copy editing skills
- Proficiency with Microsoft Office, Google Analytics and Engaging Networks

Work Location: Multiple locations

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### Digital Specialist

WEDU PBS – Tampa, FL

### Candidates

42

Applicants

11

Awaiting

0

Contact

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the

[performance report](#).

0

Impressions

0

Clicks

0

Started applications

0

Applications

Closed

[View public job](#)

### Application Setting

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org

#### Candidates contact you

No

### Details

Posted: April 12, 2022

Views: 0

Applications received:

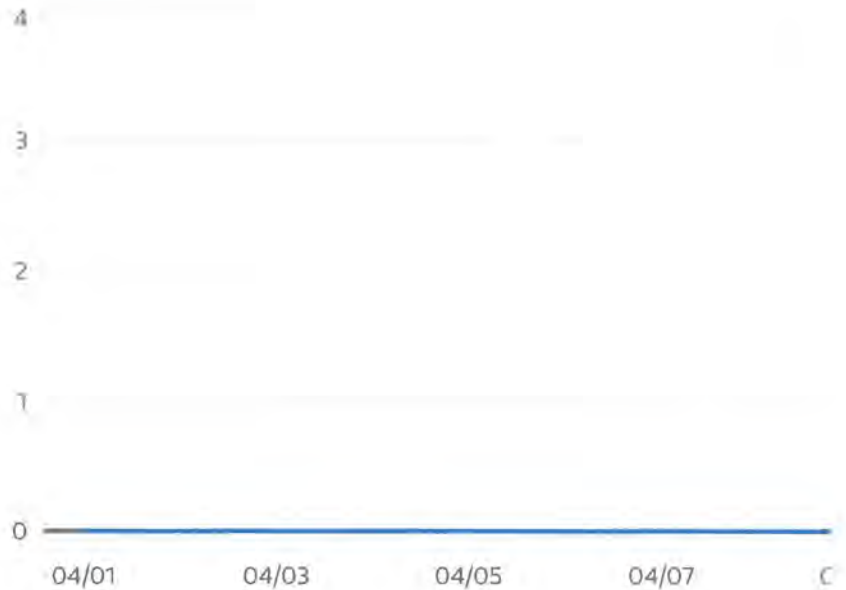
## Metrics over time ^

Day

Week

Applications ▾

+ Add metric to compare



## Job description

### Digital Specialist

WEDU is looking for an experienced Digital Specialist to develop and maintain WEDU's digital presence, including social media channels, website, mobile services, and other interactive programs while utilizing industry best practices.

**Reports to:** Digital Manager

**Job Type:** Full-Time (40 hours a week)

### Position Summary:

- Develop and maintain all interactive projects, including website development, digital



marketing, online banner advertising, microsites, search engine marketing, etc.

- Research, design, and build interactive strategies.
- Streamline systems for winder, user-friendly interaction, and participation
- Coordinate timely website updates and maintenance.
- Upload videos, media releases, community outreach activities and reservations, social media posting, electronic invitations, and promotional notices.
- Work within other teams and departments to ensure approaches and solutions are linked to objectives and future needs.
- Coordinate vendor relationships (internal and external) pertaining to the facilitation of web art and visual materials.
- Interface regularly across departments to ensure a consistent and seamless look from broadcast to print.
- Support fundraising initiatives and objectives by developing, managing, and maintaining valid data throughout approved connections, content, and reporting of the station's donor database.
- Lead research into new technologies, best practices, applications, and strategies for development designed to improve user experience, promote cost efficiencies and maximize profitable growth.
- Research and utilize services from PBS as appropriate.
- Monitor and maintain interactive security and protect the company's intellectual property.

**Qualifications:**

- 3+ years in web design and maintenance experience in a professional atmosphere
- Working knowledge of WordPress, Drupal, and HTML. Knowledge of PBS Bento CMS is a plus

**Desired Skills and Abilities:**

- Familiarity with Amazon S3
- Proficiency with Adobe CC and Microsoft programs
- Comfortable learning new applications and platforms as technology evolves
- Strict external and internal customer services standards
- Flexible and Initiative
- Ability to work the occasional weekend or night

WEDU is committed to Equal Opportunity Employment and fully supports workplace diversity – all applicants are welcome.

Job Type: Full-time

Pay: From \$25.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Work Location: In person


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## Multi-Media Producer

WEDU-WEDQ PBS – Tampa, FL

Closed

[View public job](#)

## Candidates

152

Applicants

57

Awaiting

0

Contacted

## Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the

[performance report](#).

0

Impressions

0

Clicks

0

Started applications

0

Applications

## Application Setting

### Application method

Email

### Require resume

Yes

### Application updates

jobs@wedu.org

Also send an individual email each time someone applies

### Candidates contact you

No

## Details

**Posted:** February 5, 2024

**Views:** 0

**Applications received:** 0

## Metrics over time ^

Day

Week

Applications ▾

+ Add metric to compare

4

3

2

1

0

04/01

04/03

04/05

04/07

⌵

Collapse

+ Create new ➤

Jobs

Campaigns

Smart Sourcing New

Candidates

Interviews

## Job description

MULTI-MEDIA PRODUCER

### OBJECTIVE:

This position will be responsible for developing brand strategy and maintenance, overseeing web, social and streaming platforms, and writing, producing and editing compelling content and promotional materials for broadcast and digital media.

### Essential Duties and Responsibilities:

Develop, direct and manage brand strategies and video elements for WEDU PBS.

Analytics

Tools

Supervise and develop web, social media and streaming platforms and content.

Maintain brand integrity across all platforms and monitor market trends.

Write, produce and edit content for broadcast and digital distribution.

Develop innovative and compelling ideas for content, promotional and branding campaigns.

Work with various departments to shepherd projects through entire production process. Assist the Content Department as needed with projects in the studio or field.

Collaborate with the Communications department with brand and promotional assets for print, broadcast and digital platforms.

Work with the Programming Traffic department to coordinate and execute broadcast promotion plans and cultivate best practices for same.

Other duties as assigned.

### **Qualifications**

Bachelors' degree preferred, or high school diploma with 3 years' relevant experience.

### **Knowledge, Skills and Abilities**

Working experience editing with Premiere Pro and the Adobe Suite of products.

Strong working knowledge of Microsoft Office programs, including Word, Excel, PowerPoint and Outlook preferred.

Exceptional interpersonal, telephone and customer service communications skills

Excellent grammar, spoken and written.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Education:

- Bachelor's (Preferred)


Work Location: Multiple locations

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### Education Coordinator

WEDU-WEDQ PBS - Tampa, FL

### Candidates

141

Applicants

87

Awaiting

3

Contact

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the

[performance report.](#)

0

Impressions

0

Clicks

0

Started applications

0

Applications

Closed

[View public jobs](#)

### Application Setting

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org

Also send an individual email each time someone applies

#### Candidates contact you

No

### Details

**Posted:** June 13, 2022

**Views:** 0

**Applications received:**



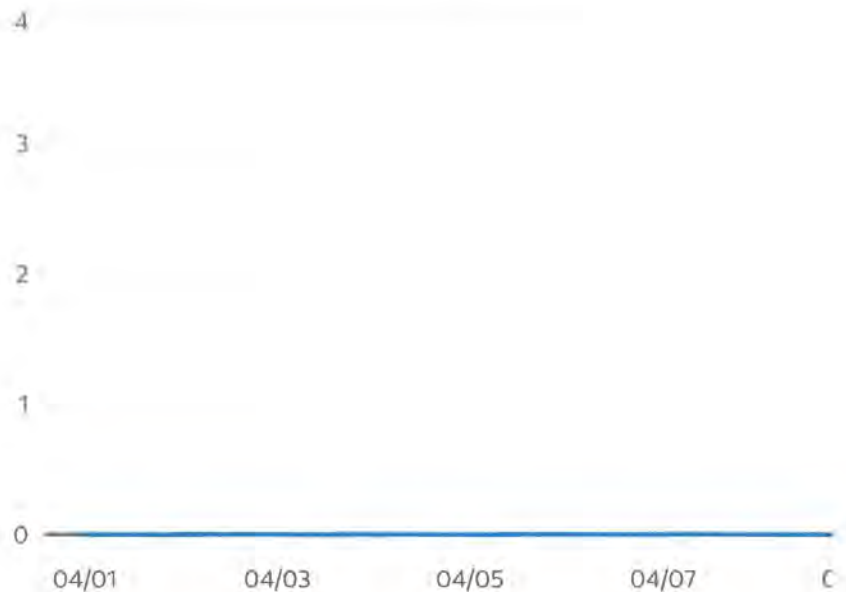
## Metrics over time ^

Day

Week

Applications ▾

+ Add metric to compare



## Job description

**Job Description: Education Coordinator (FT)**

**DEPARTMENT:** Education Department

**Reports to:** Director of Education

**Job Type:** Full-Time (40 hours per week)

### **JOB OBJECTIVE:**

The Education Coordinator will be a key member of the Education team. This staffer will play a vital role in supporting WEDU PBS educational outreach and engagement activities. The Education Coordinator collaborates with the Communications Department on

promotions and events. This position also provides support to effectively and efficiently assist in reaching targeted goals for the department and organization as a whole.

**Essential Duties and Responsibilities:**

- Support educator trainings and family engagement events by purchasing and preparing materials for children, parents, and educators.
- Collaborate with education and marketing teams to create marketing materials including e-newsletters, web content, family pages, and ads.
- Work collaboratively to write, edit, and proof digital and print communications, including curricular items.
- Participate in monthly PBS Kids & Education webinars to keep department current on PBS system opportunities and requirements.
- Manage partner calls, emails, questions and requests for teacher workshops, community education events, and online trainings.
- Provide support for station education outreach team by coordinating and managing education events and volunteers.
- Communicate and coordinate with departments throughout the organization on education projects.
- Upload educational content to Learning Management Systems
- Assist with grant applications and events collateral needs by maintaining timelines, research and providing copies and assembly and delivery of grant materials.
- Maintain inventory of available education event and promotional items.

- Maintain excellent internal and external communications, both verbally, and in writing.
- Provide occasional administrative support for the Education department as needed.

### **Qualifications**

- Bachelor's degree preferred, or high school diploma with 3 years' relevant experience

### **Desired Skills and Abilities:**

- Creative and collaborative team player
- Attention to detail and ability to meet deadlines
- Working knowledge of Microsoft Office programs
- Capacity to run of online meetings on platforms including Zoom
- Available to travel to events throughout the WEDU service area as needed
- Occasional night and weekend events
- Requires lifting up to 50 lbs. and bending
- Fluency in spoken and written Spanish is a strong plus

WEDU is a Drug Free Workplace and is committed to Equal Opportunity Employment and fully supports workplace diversity – all qualified applicants are welcome.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance

- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Work Location: Multiple locations

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### Switchboard Administrator/Viewer

#### Services Assistant

WEDU PBS - Tampa, FL

Closed

[View public job](#)

## Candidates

60

Applicants

42

Awaiting

0

Contacted

## Application Setting

### Application method

Email

### Require resume

Yes

### Application updates

jobs@wedu.org  
Also send an individual email each time someone applies

### Candidates contact you

No

## Details

Posted: July 9, 2022

Views: 0

Applications received: 0

## Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the [performance report](#).

0

Impressions

0

Clicks

0

Started applications

0

Applications

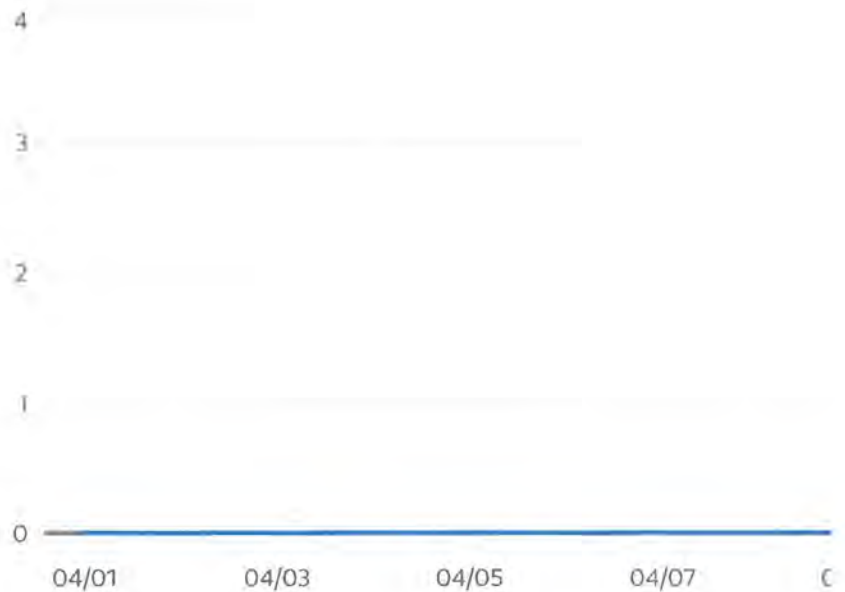
## Metrics over time ^

Day

Week

Applications ▼

+ Add metric to compare



## Job description

### Switchboard Administrator/Viewer Services Assistant

WEDU is looking for a candidate to effectively operate the switchboard and handle the viewer services functions.

**Reports to:** Senior Executive Assistant

**Job Type:** Full-Time 40 Hours (8:30 – 5:00 M-F)

#### Position Summary:

- Take incoming telephone calls and operate the switchboard to transfer the calls to the appropriate

telephone extension. Check voicemail of 3 phone lines and return phone calls.

- Effectively perform viewer services. Check email box for viewer feedback comments and respond or forward to appropriate person every day. Provide program related information as requested by caller. Retrieve voice messages left in viewer services voicemail box and return calls to viewer providing information requested. Respond to viewer requests by email as needed.
- Perform various clerical duties as assigned.
- Provide superior and professional customer service by maintaining excellent internal and external communications, both verbally and in writing.
- Arrive at workstation, ready for work, at the specified time.
- Adhere to the safety and security policies of the station.
- Assist entering addresses and other demographic account corrections obtained from returned mail or any other sources into database as requested by Membership/Development departments.

**Desired Skills and Abilities:**

- Education – High school graduate or above
- Excellent grammar, verbal and written
- Exceptional interpersonal and telephone skills
- Two years' relevant experience
- Good computer skills
- Punctuality

WEDU is committed to Equal Opportunity Employment and fully supports workplace diversity – all applicants are welcome.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Education:

- High school or equivalent (Preferred)

Experience:

- Administrative Experience: 2 years (Preferred)

Work Location: In person

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## Human Resources Administrator

WEDU-WEDQ PBS – Tampa, FL

### Candidates

23

**Applicants**

0

**Awaiting**

5

**Contact**

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the

[performance report](#).

0

Impressions

0

Clicks

0

Started applications

0

Applications

Closed

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### Application Setting

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org

Also send an individual email each time someone applies

#### Candidates contact you

No

### Details

**Posted:** August 2, 2022

**Views:** 0

**Applications received:**

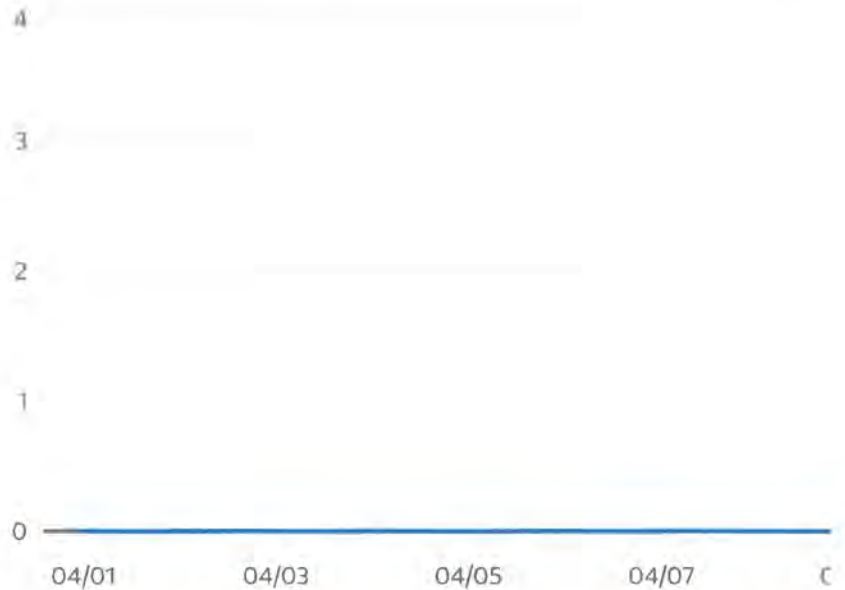
## Metrics over time ^

Day

Week

Applications ▾

+ Add metric to compare



## Job description

Job Title: Human Resources Administrator

Department: Administration-Executive

Reports to: Director of Human Resources

Job Type: Full Time

**Objective:** The Human Resources Administrator is responsible for performing HR-related and administrative duties on a professional level. This position carries out responsibilities in the following HR areas: administrative duties as assigned, recruitment/employment, employee relations, and employment law compliance. This position will also assist

the Senior VP of Operations and the Executive Office as needed.

**Essential Duties and Responsibilities:**

1. Conducts recruitment efforts for personnel including: writing and placing job advertisements, maintain accurate and timely job postings, new hire screening, background checks, employee onboarding and orientation.
2. Perform administrative duties, such as maintain employee database.
3. Maintain proper records of employees.
4. Assist HR Director in policy formulation, hiring and salary administration.
5. Submit online job postings, shortlist candidates and schedule job interviews.
6. Coordinate orientation and training sessions for new employees.
7. Ensure smooth communication with employees and timely resolution to their queries.
8. Responsible for the completion and accuracy of all personnel files. Maintain organizational charts.
9. Maintain data within government guidelines regarding equal opportunity provisions and assures DEI compliance.
10. Produces various government and regulatory reports.
11. Maintains current knowledge of management, legal, and personnel issues and trends.
12. Implements planning and preparation of various business meetings and employee special events.
13. Provide professional internal and external communications, both verbally and in writing.

14. Assist with administrative duties assigned by the Senior VP of Operations or the Executive Office.
15. Represent the organization to the community as requested.
16. Other duties as assigned.

**MINIMUM REQUIREMENTS:**

1. Associates degree in Human Resources.
2. PHR or SHRM-CP certification a plus.
3. Recruiting/Staffing experience preferred.
4. 3-5 years HR and administrative experience.
5. An equivalent combination of experience and education will be considered.
6. Exceptional interpersonal and communication skills.
7. Strong problem solving and multi-tasking capabilities.
8. Proven ability to handle confidential information.
9. General knowledge of employment laws and practices.
10. Ability to work independently as well as part of a team.
11. Extensive knowledge of computer software (M.S. Office Suite).

WEDU PBS believes that diversity is important to our success. We are committed to equal employment opportunity and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sexual orientation, gender identity, gender expression, age, religion, veteran status, disability or any other characteristic

protected by law. WEDU is a Drug Free Workplace.

**Application Process:** Potential candidates should send cover letter and resume

Job Type: Full-time

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

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift


Work Location: In person

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Candidates

Interviews

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Tools

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### Content Services Coordinator

WEDU PBS - Tampa, FL

### Candidates

134

Applicants

1

Awaiting

0

Contact

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the [performance report](#).

0

Impressions

0

Clicks

0

Started applications

0

Applications

Closed

[View public jobs](#)

### Application Setting

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org

#### Candidates contact you

No

### Details

**Posted:** April 12, 2022

**Views:** 0

**Applications received:**

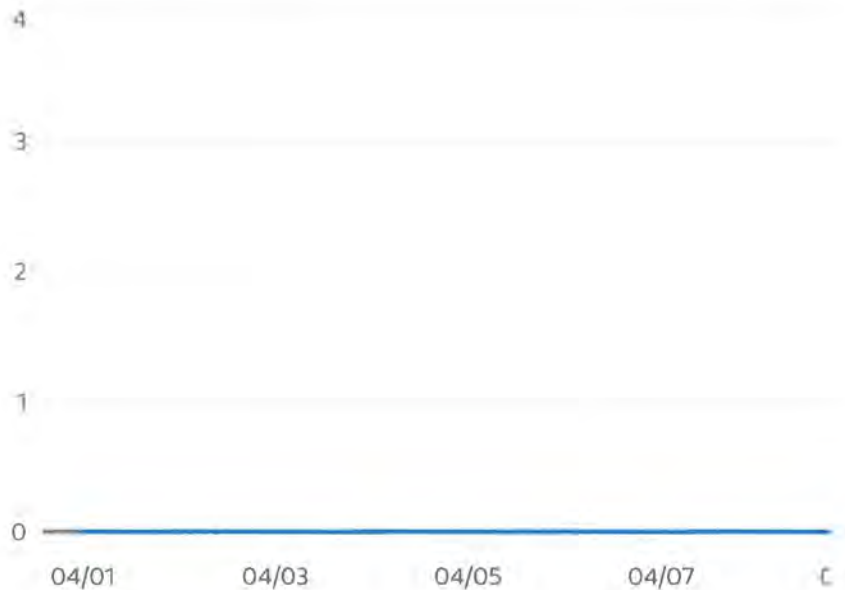
## Metrics over time ^

Day

Week

Applications ▾

+ Add metric to compare



## Job description

### Content Services Coordinator

WEDU is looking for a team player to play a vital role in supporting WEDU PBS broadcast and digital content and programming through project management, viewer services, and administrative duties.

**Reports to:** Director of Content/Executive Producer

**Job Type:** Full-Time (40 hours a week)

### Position Summary:

- Provide project management support for Content teams,

including production, digital and programming.

- Communicate with producers, writers, and production staff to coordinate deliverables and meet deadlines.
- Leverage PBS resources to curate and support local content and programming, including promos, videos, program descriptions, photos, and other assets.
- Engage with PBS station peers to develop content materials and adopt best practices for project management.
- Create, maintain, and distribute key Content documents, including but not limited to programming and board reports, production calendars, and trackers.
- Manage community calls, emails, questions, and requests for content and programming.
- Provide assistance and administrative support for Director of Content/Executive Producer and serve as backup for production and digital projects.
- Communicate and coordinate with departments throughout the organization on projects as needed.
- Stay up to date on industry trends and content standards.
- Assist with programs, grant applications, and collateral needs by maintaining timelines, research, assembly and delivery of materials.
- Maintain excellent internal and external communications, both verbally and in writing.
- Perform any other duties as assigned.

**Qualifications:**

- Educational background in communications, film/TV, digital



media or related field

**Desired Skills and Abilities:**

- Strong writing and copywriting skills
- Proficiency in Microsoft Office, Adobe CC and comfortable learning new applications and platforms as technology evolves
- Familiarity with PBS content and programming
- Strict external and internal customer service standards
- Project/program management skills
- Ability and flexibility to handle multiple tasks simultaneously
- Self-starter and collaborative team player

WEDU is committed to Equal Opportunity Employment and fully supports workplace diversity – all applicants are welcome.

Job Type: Full-time

Pay: From \$18.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Work Location: In person

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### Programming Traffic Associate

WEDU PBS - Tampa, FL

Closed

[View public jobs](#)

### Candidates

9

Applicants

8

Awaiting

0

Contact

### Application Setting

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org  
Also send an individual email each time someone applies

#### Candidates contact you

No

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the

[performance report](#).

0

Impressions

0

Clicks

0

Started applications

0

Applications

### Details

Posted: February 14, 2024

Views: 0

Applications received: 0

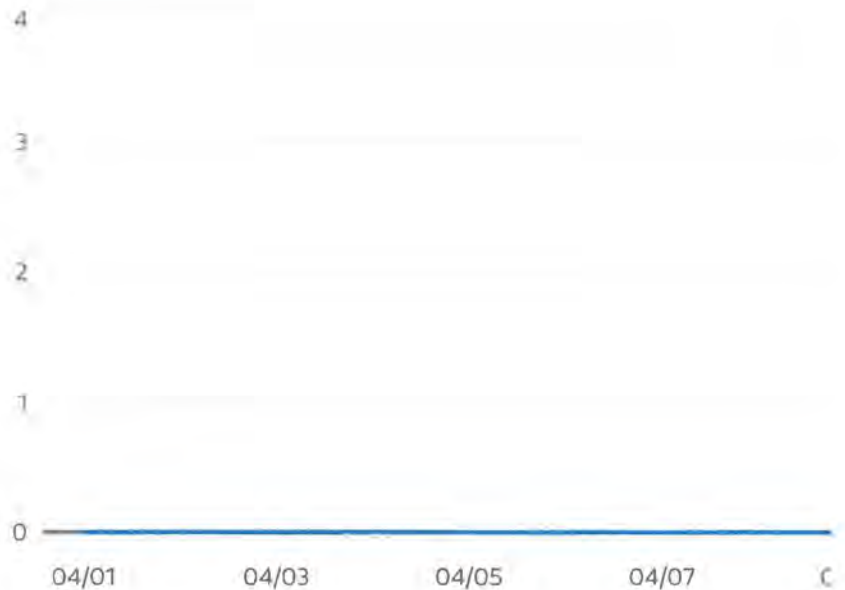
## Metrics over time ^

Day

Week

Applications ▾

+ Add metric to compare



## Job description

### Programming Traffic Associate

WEDU is looking for a candidate to provide effective and administrative assistance and support to the Programming Traffic Manager in all aspects of the department's goals and responsibilities.

**Reports to:** Programming Traffic Manager

**Job Type:** Full-Time (40 hours a week)

### Position Summary:

- Effectively communicate with Underwriting department to meet the needs of on-air workflow.

- Alpha and numeric data entry for all Contracts into programming department computer system.
- Accurately enter data for all agreements for special projects, Development and Promotion air-time placements.
- Generate daily programming reports utilizing programming software and Excel spreadsheets.
- Adhere to and meet all department deadlines. Alert team members of any issues that may delay timelines.
- Respond to viewer emails and telephone calls.
- Handle routine correspondence for the department as needed.
- Maintain thorough recordkeeping and accurate filing of all support documents.
- Maintain excellent internal and external communications, both verbally and in writing.
- Arrive at workstation, ready for work, at the specified time. Be available for overtime work on occasion.
- Adhere to all safety and security policies of the station.
- Perform any other duties of an incidental nature as assigned.

**How to apply:**

WEDU is committed to Equal Opportunity Employment and fully supports workplace diversity – all applicants are welcome.

Job Type: Full-time

**Benefits:**

- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan

- Vision insurance

Schedule:

- Monday to Friday

Work Location: In person

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EEO PUBLIC FILE REPORT  
OCTOBER 1, 2022  
SEPTEMBER 30, 2023

POSITION TITLE	DATE FILLED	RECRUITMENT SOURCES UTILIZED	NUMBER INTERVIEWED	NUMBER HIRED	RECRUITMENT SOURCE FOR THOSE HIRED
Associate Director of Marketing	10/24/2022	WEDU Internal Posting/Referrals	0		
		WEDU.org Website	4	1	WEDU.org website
		Indeed.com	1		
Producer	2/13/2023	WEDU Internal Posting/Referrals	1	1	WEDU Internal Posting/Referrals
		WEDU.org Website	2		
		Indeed.com	3		
Communications Coordinator	03/27/20223	WEDU Internal Posting/Referrals	0		
		WEDU.org Website	2		
		LinkedIn	2	1	LinkedIn
		Indeed.com	2		
Content Services Coordinator	7/17/2023	WEDU Internal Posting/Referrals	0		
		WEDU.org Website	1		
		Indeed.com	2	1	Indeed.com
Receptionist/Donor Services Assoc	7/31/2023	WEDU Internal Posting/Referrals	1		
		WEDU.org Website	1	1	WEDU.org website
		Indeed.com	1		
Video Content Creator	8/22/2023	WEDU Internal Posting/Referrals	0		
		WEDU.org Website	2	1	WEDU.org website
		LinkedIn	3		
		Indeed.com	0		
Producer	9/12/2023	WEDU Internal Posting/Referrals	1		
		WEDU.org Website	1		
		Indeed.com	1	1	Indeed.com

EEO PUBLIC FILE REPORT  
OCTOBER 1, 2020  
SEPTEMBER 30, 2021

RECRUITMENT SOURCE		CONTACT	TOTAL INTERVIEWED	REQUESTED NOTIFICATION
1	WEDU Internal posting, bulletin bds, Referrals	HR Director 813/739-2922	3	
2	WEDU.org Website, 1300 North Blvd. Tampa, FL 33607	HR Director 813/739-2922	13	
3	Indeed.com	Internet job posting site	5	
4	LinkedIn	Internet job posting site	10	
TOTAL INTERVIEWED			31	

## **OUTREACH INITIATIVES**

### **WEDU PBS PBS-TV/WEDQ PBS-TV**

**OCTOBER 1, 2022 TO SEPTEMBER 29, 2020**

WEDU PBS/WEDQ PBS maintains a strong internship program, offering opportunities to students wishing to learn about careers in public television, and television broadcasting in general. Internships are also available in non-broadcasting areas, such as accounting and special events. Students can choose from various options that best match their interests. Internships are available throughout the year.

As of this report, four internships have been or are being completed in the following areas:

1. Production Intern, Summer/Fall 2023, Junior, Digital TV & Multimedia, Hillsborough Community College, Tampa, FL
2. Production Intern, Summer/Fall 2023, Sophomore, Digital TV and Multimedia, Hillsborough Community College, Tampa, FL
3. Production Intern, Summer/Fall 2023, Junior, Digital TV and Multimedia, Hillsborough Community College, Tampa, FL
4. Corporate Work Study Program Production/Education intern, Fall 2023, Freshman. Cristo Rey Tampa-Salesian High School, Tampa FL

WEDU PBS/WEDQ PBS gives tours of its facilities to schools and other organizations. During this past year, the following tours were conducted: Dec. 22, International Journalist Tour & Discussion, 15 journalists and 4 interpreters from various countries (State Dept.). Dec. 22, Sullivan Partnership School, 27 students and 4 adults, Education presentation in Studio 2 with Content recording a B roll of event. April 2023, International Journalist Tour & Discussion, 25 journalists and 4 interpreters from various countries (State Dept.). April 2023, Tampa Palms Elementary, Morning TV Crew, 10 students, 2 adults. April 2023 Romanian Delegation Visitors, 10 journalists and 4 interpreters. May 2023, International Journalist Tour & Discussion, 10 journalists and 4 interpreters from various countries (State Dept.). July 2023, Career Focus, 2 students Summer program. July 2023, Freedom Village, 22 adults, Senior Community. July 2023, General Interest. 4 students and 1 adult, Education Dept. August 2023, International Journalist Tour & Discussion, 17 journalists and 4 interpreters from various countries (State Dept.). August 2023, 2 separate tours, MacDill AFT Home School students, 26 students and 4 adults.

As part of an Early Childhood Learning training at the University Area CDC Head Start program, WEDU PBS PBS offered its first bilingual training in Spanish and English for 30 parents, who joined the two-part workshop online.

October 5 – Soar in 4 family engagement event at The Bishop Museum, Bradenton

350 attendees – Rosie’s Rules screening

October 25 – “Everyday Early Literacy and Math, Part 1” Early Childhood Learning (for parents, online) –

Class offered in English and Spanish – 30 parents – University Area CDC Head Start

October 27 – Read for the Record – online event – 572 views, 13 likes, 2 comments, 16 shares

November 8 – Hillsborough Early Learning Coalition, Traumatic Experiences – 5 early learning providers

November 12 – Saturday Fun Day – 196 kids -- Wilkinson Elementary School, Sarasota

November 16 – Great American Teach-In – 30 classrooms in Gulf Coast region

November 19 – “Soul Food Sunday” Read With Friends Online Event – 10 families

November 29 – “Everyday Early Literacy and Math, Part 2” Early Childhood Learning (for parents, online) – Class offered in English and Spanish -- 30 parents – University Area CDC Head Start



December 6 – Hillsborough County Early Learning Coalition, Preschool Social Emotional Growth – 12 early childhood providers

December 7 – Soar in 4 family engagement event at The Bishop Museum, Bradenton  
718 attendees – Arthur’s podcasts features

December 23 – Sarasota Principal Luncheon – 85 Pinkalicious & Peterrific coloring sheets, coloring pencils and sticker set giveaway as well as Greater Sarasota and Arts Plus promotion

January 14-15 – Black Heritage Festival – Curtis Hixon Park, Tampa – Xavier Riddle and African- American astronauts featured

January 21 – Kings Kids Preschool – Preschool Social Emotional Growth Training – 15 early learning providers

January 24 – Sulphur Springs Elementary School – Literacy Week Promotion with Splash and Bubbles – 20 students

January 24 – Pinellas County ELC – WEDU PBS Services Offered Overview - 1 ELC staff

February 7 – Hillsborough ELC- virtual – STEM for Early Learners – 25 Early Learning Providers

February 21 – Manatee Early Learning Coalition – WEDU PBS Services overview (potential partner meeting) – 1 staff

February 21 – Chiaramonte Elementary School – African American Heritage Read-In & Elinor Wonders Why promotion – 40 Students

February 22 – Kingswood, Brandon – African American Heritage Read-In & Elinor Wonder’s Why and Xavier Riddle promotions + Xavier Riddle – 80 Students

February 23 – Pinellas Technical Education Center, St. Pete – 13th Annual Baby Talk Workshop and Parent Connection – Elmo/Sesame Street Promotion – 100 Families

March 8 – Desoto Public Schools (virtual) – WEDU PBS Services overview (potential partner meeting) – 3 admin

March 11 – Land O’ Lakes Library – Healthy Family Day Training – Sesame Street in Communities/PBS resources – 15 Families

March 21 – Hillsborough ELC (virtual) –Traumatic Experiences (Sesame Street in Communities) – 25 providers

March 23 – Largo Community Centers (virtual) – WEDU PBS Services overview (potential partner mtg) – 4 staff/directors attended

March 23 – Pasco Hernando ELC (virtual) – Literacy Resources for Early Learners – 20 providers

April 6 – Philip O’Brien Elementary, Lakeland – Read With Friends Face-to-Face Event (Spring Promotion with Elinor Wonder’s Why Giveaway Items) – 8 Families ~20 children

April 27 – Pasco Hernando ELC- virtual – Math for Early Learners – 20-30 providers

04/06/2023- Read with Friends - Face-to-Face Event 25 families 50 children  
Philip O’Brien Elementary - Lakeland, FL

04/29/2023- Booktopia Bradenton Book Fair 400 participants  
Bradenton Public Market

Remake Learning with Daniel Tiger-themed giveaways

5/02/2023- Emergency Preparedness 12 participants  
Hillsborough Early Learning Coalition – virtual

05/03/2023- Cyber chase celebratory thank you event 10 Families  
University Area Community Development Corporation, Tampa Cyber chase promotion - STEM activities

05/05/2023- Family Literacy Event 12 families Starkey Ranch Library

05/05/2023- Cinco de Mayo community event 100 participants  
University Area Community Development Corporation Education Department

05/09/2023- Just Elementary, Tampa 45 educators Teacher appreciation lunch

05/18/2023- Integrating the Arts into Early Learning Environments 20 participants  
Pasco Hernando Early Learning Coalition - virtual event

05/18/2023- Youth Media Wrap Up  
Williams Middle IB School (4 students) | Pace Center for Girls (3 students)

06/03, 07, 16- Health and Wellness FCL series 14 families  
 University Area Community Development Corporation  
 06/07/2023- Read with Friends 25 students  
 Sheehy Elementary, Tampa  
 06/10/2023- Summer Kick Off "Day of Play" 300 Participants  
 Hillsborough County Early Learning Coalition  
 Elinor Wonders Why Promotion - STEM and Nature Learning  
 6/13/23- School Preparedness 9 participants  
 Hillsborough Early Learning Coalition - virtual  
 6/27 - 6/30/2023- Summer Community Learning 22 students  
 Molly of Denali Museum Adventures  
 The Carter G Woodson African American Museum, St. Petersburg  
 6/29/2023- Youth Media Challenge Showcase 20 students, 11 shared media  
 YMCA Youth Achievers  
 7/12, 19, 26- Family & Community Learning series: 20 families  
 Starkey Ranch Library  
 07/22/2023- Latin Conservation Week Anticipating: 300 kids  
 Bonnet Spring Park, Lakeland  
 Cyber chase and Elinor Wonders Why Promotion  
 07/29/2023 Alma's Way Screening Anticipating: 500 participants  
 Polk Theatre, Lakeland  
 Alma's Way - Spanish promotion  
 7/31- Integrating Art into Diverse Early Learning Settings Anticipating: 300 participants  
 Hillsborough County Head Start /Early Head Start Pre-Service  
 Summer Community Learning Anticipating: 20 students  
 Community Stepping Stones, Tampa  
 Molly of Denali Museum Adventures

**Ready To Learn Planning Grant**

Utilizing the RTL Assets & Needs Assessment toolkit, the team conducted listening sessions with parents and educators to gather feedback to inform a work plan for an RTL grant proposal, which was granted to WEDU PBS. The team collaborated with staff from the Children's Board of Hillsborough County to accomplish this work, focused on the 33610 zip code of East Tampa. The goal of the Learning Neighborhood will be to foster a community-wide culture that promotes Ready To Learn "Learn Together" theme and empowers children and adults to learn anytime, anywhere – at home, in the neighborhood, and within local systems and spaces.

**Cyberchase Mobile Adventures in STEM**

WEDU PBS received a \$4,000 grant from WNET in NY to host a series of 6-week texting programs in English and Spanish in which families receive free videos and activities from the PBS KIDS show Cyberchase sent to their phones. Kids and their parents explore math, science and the environment through games, crafts and experiments for kids ages 5-8. The first session is running now, with researchers from EDC coming to Tampa to gather data from participating families the last week of April.

**Youth Media Challenge** WEDU PBS is currently piloting KQED's Youth Media Challenge with two partners in Tampa – Williams Middle School and Pace Center for Girls. The goal of the program is to engage middle and high school students in making media to build media literacy and foster civic engagement by creating media.

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## Associate Director of Marketing and Community Partnerships

WEDU-WEDQ PBS – Tampa, FL

[View public jobs](#)

### Application Setting

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org  
Also send an individual email each time someone applies

#### Candidates contact you

No

#### Details

**Posted:** June 23, 2021

**Views:** 0

**Applications received:** 0

### Candidates

70

Applicants

70

Awaiting

0

Contacted

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the [performance report](#).

0

Impressions

0

Clicks

0

Started applications

0

Applications

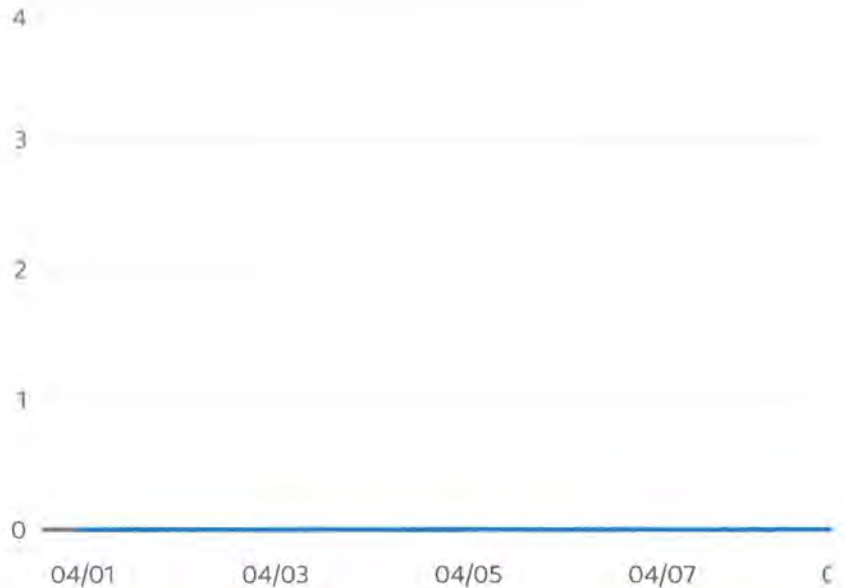
## Metrics over time ^

Day

Week

Applications ▾

+ Add metric to compare



## Job description

REPORTS TO: Vice President of Marketing and Community Partnerships

### DUTIES:

1. Obtain new corporate support throughout the 16 counties we serve, in an efficient and effective manner per individually established sales and activity goals.
2. Contact, visit and cold call new businesses, foundations, advertising agencies, and other entities regarding corporate support opportunities for assigned accounts.

3. Contribute as directed to ongoing prospecting program.
4. Coordinate individual on-air, on-line, print and streaming credit production for assigned accounts
5. Prepare reports and contracts in timely manner.
6. Participate in business-related community organizations; maintain positive community relations for WEDU.
7. Maintain excellent internal and external communications; adhere to safety and security policies of the station.
8. Perform any other incidental duties & assist with planning off-air events as assigned as assigned.

#### MINIMUM EXPERIENCE

- Bachelor's degree preferred
- 2 years of media market or related sales experience
- Success selling digital assets
- An equivalent combination of experience and education will be considered
- Exceptional interpersonal and communication skills. Public speaking experience a plus
- Strong problem solving and multi-tasking capabilities
- Proven ability to handle confidential information
- Ability to work independently as well as part of a team
- Basic knowledge of computer software (M.S. Office Suite)
- Basic experience using a CRM Systems

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching

- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Supplemental pay types:

- Commission pay

Education:

- Associate (Preferred)

Experience:

- Marketing: 2 years (Preferred)

Work Location:

- Multiple locations


Work Location: Multiple locations

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### Producer

WEDU PBS - Tampa, FL

## Candidates

46

Applicants

0

Awaiting

0

Contact

## Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the

[performance report.](#)

0

Impressions

0

Clicks

0

Started applications

0

Applications

Closed

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## Application Setting

### Application method

Email

### Require resume

Yes

### Application updates

jobs@wedu.org

Also send an individual email each time someone applies

### Candidates contact you

Yes, at email address provided

## Details

**Posted:** October 28, 2023

**Views:** 06663

**Applications received:** 0

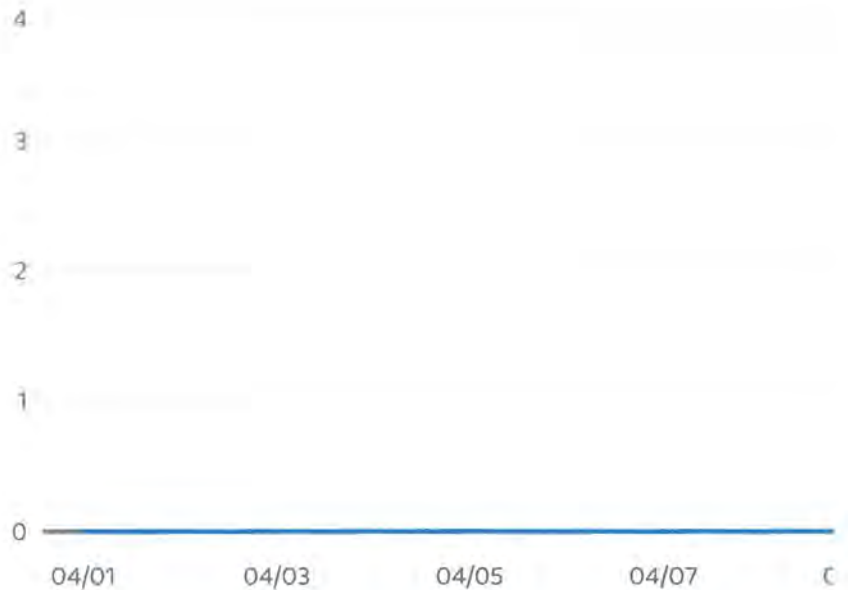
## Metrics over time ^

Day

Week

Applications ▾

+ Add metric to compare



## Job description

Producer | Tampa, FL

WEDU is looking for an experienced Producer/Editor for creative multimedia productions. We are seeking multi-skilled storytellers who can create engaging short and long form content for local and national programming.

Reports to: Director of Content/Executive Producer

Job Type: Full-Time (40 hours a week)

Position Summary:

Produce, write, shoot, and edit documentary-style projects for multiple



platforms

Research, pitch and develop original content that demonstrates a clear understanding of public media and PBS branding

Coordinate all the elements necessary to complete productions on time and within budget

Demonstrate understanding of broadcast and digital landscape and apply best practices

Collaborate with a team of producers, editors, and videographers to manage workflow, deliver content, and uphold editorial standards

Handle multiple project demands simultaneously

Qualifications:

Bachelor's degree Communications, Media Studies, or equivalent preferred

2+ years' experience as a producer/editor creating narrative storytelling content

Desired Skills and Abilities:

Advanced knowledge of Adobe Premiere, Photoshop, and After Effects

Ability to capture the heart of a story through writing and story editing

Demonstrated mastery and understanding of industry standards, including camera and lighting

Creative team player

Excellent writing and communication skills

Ability to lift and carry up to 25 pounds of production equipment

Job Type: Full-time

Pay: \$50,000.00 - \$55,000.00 per year

Contract type:

- Permanent

Weekly day range:

- Monday to Friday

Ability to commute/relocate:

- Tampa, FL 33607: Reliably commute or planning to relocate before starting work (Required)

License/Certification:

- Insurance Producer License (Preferred)
- Life Insurance License (Preferred)

Work Location: In person

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## Communications & Email Marketing Coordinator

WEDU PBS – Tampa, FL

### Candidates

93

Applicants

0

Awaiting

0

Contacted

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the [performance report](#).

0

Impressions

0

Clicks

0

Started applications

0

Applications

Closed

[View public job](#)

### Application Setting

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org

Also send an individual email each time someone applies

#### Candidates contact you

Yes, at email address provided

### Details

**Posted:** October 28, 2023

**Views:** 05665

**Applications received:** 0

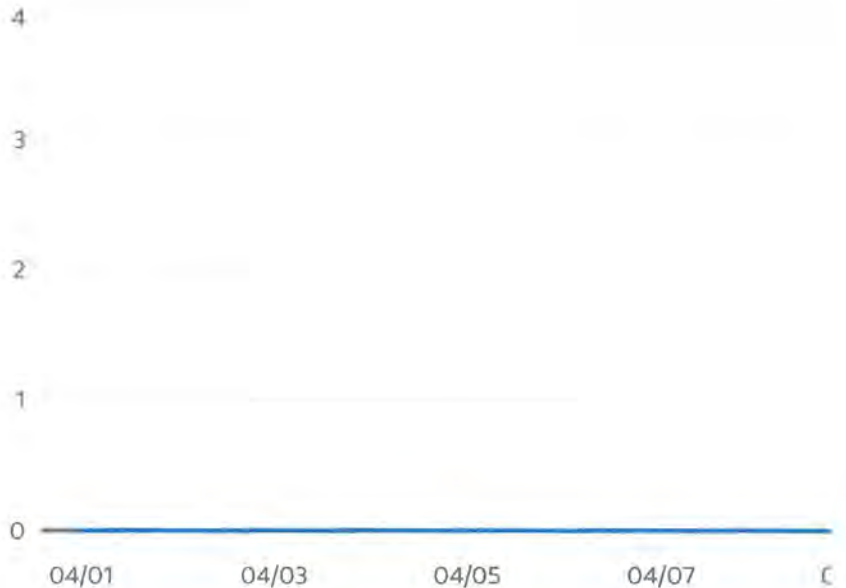
## Metrics over time ^

Day

Week

Applications ▾

+ Add metric to compare



## Job description

WEDU PBS is looking for a dynamic person to assist with organizing, planning, and executing communications, public relations, email campaigns, and station outreach events.

**Reports to:** WEDU Vice President of Communications

**Job Type:** Full-Time (40 hours per week)

### Position Summary

- Creates press releases for WEDU PBS local and national programs and researches media outlets for potential relationships.

- Creates content for WEDU PBS blogs and emails in support of events, programs, and marketing strategies.
- Coordinates details for in-person and virtual events. Interacts with speakers, clients, and logistic providers throughout the coordination of the events.
- Creates and distributes emails to support programming and education efforts.
- Collaborates with the Content and Digital teams on promotions on social media for on-air, virtual, and community events.
- Provides assistance and support for Creative Services Project Manager and other departments in the organization on projects and duties as assigned.
- Maintains Communications events calendar and inventory of marketing materials and promotional items.

**Qualifications:**

- College degree in Public Relations, Communications or Marketing preferred or equivalent experience.
- Minimum of two years' experience in public relations, email marketing, and event coordination.

**Desired Skills and Abilities:**

- Demonstrated success in developing and managing promotional campaigns.
  - Ability to write concisely and creatively with strong copywriting and editing skills.
- Computer proficiency especially with email platforms and a strong working knowledge of Microsoft Office.
  - Basic graphic design skills and comfortable learning new applications and platforms.

**Work Location:**

Tampa, FL 33607 Ability to commute/relocate before starting work.

WEDU is committed to Equal Opportunity Employment and fully supports workplace diversity - all applicants are welcome.

Job Type: Full-time

Pay: \$20.00 - \$22.00 per hour

Schedule:

- 8 hour shift



Work Location: In person

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### Content Services Coordinator

WEDU PBS - Tampa, FL

### Candidates

134

Applicants

1

Awaiting

0

Contact

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the

[performance report.](#)

0

Impressions

0

Clicks

0

Started applications

0

Applications

Closed

[View public job](#)

### Application Setting

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org

#### Candidates contact you

No

### Details

Posted: April 12, 2022

Views: 0

Applications received:

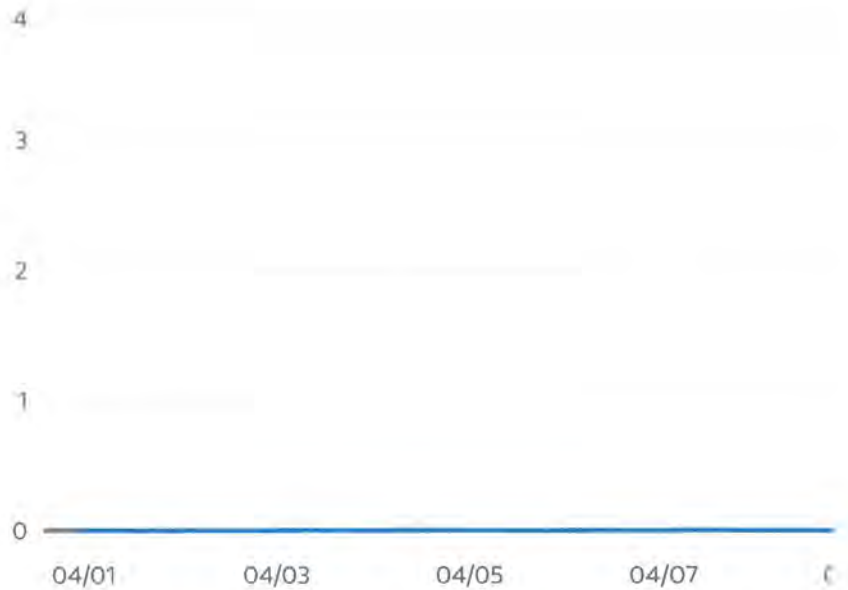
## Metrics over time ^

Day

Week

Applications ▾

+ Add metric to compare



## Job description

### Content Services Coordinator

WEDU is looking for a team player to play a vital role in supporting WEDU PBS broadcast and digital content and programming through project management, viewer services, and administrative duties.

**Reports to:** Director of Content/Executive Producer

**Job Type:** Full-Time (40 hours a week)

### Position Summary:

- Provide project management support for Content teams,



including production, digital and programming.

- Communicate with producers, writers, and production staff to coordinate deliverables and meet deadlines.
- Leverage PBS resources to curate and support local content and programming, including promos, videos, program descriptions, photos, and other assets.
- Engage with PBS station peers to develop content materials and adopt best practices for project management.
- Create, maintain, and distribute key Content documents, including but not limited to programming and board reports, production calendars, and trackers.
- Manage community calls, emails, questions, and requests for content and programming.
- Provide assistance and administrative support for Director of Content/Executive Producer and serve as backup for production and digital projects.
- Communicate and coordinate with departments throughout the organization on projects as needed.
- Stay up to date on industry trends and content standards.
- Assist with programs, grant applications, and collateral needs by maintaining timelines, research, assembly and delivery of materials.
- Maintain excellent internal and external communications, both verbally and in writing.
- Perform any other duties as assigned.

**Qualifications:**

- Educational background in communications, film/TV, digital

media or related field

**Desired Skills and Abilities:**

- Strong writing and copywriting skills
- Proficiency in Microsoft Office, Adobe CC and comfortable learning new applications and platforms as technology evolves
- Familiarity with PBS content and programming
- Strict external and internal customer service standards
- Project/program management skills
- Ability and flexibility to handle multiple tasks simultaneously
- Self-starter and collaborative team player

WEDU is committed to Equal Opportunity Employment and fully supports workplace diversity – all applicants are welcome.

Job Type: Full-time

Pay: From \$18.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Work Location: In person

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**Switchboard Administrator/Viewer  
Services Assistant**  
WEDU PBS - Tampa, FL

Closed

[View public job](#)

### Candidates

**21** **4** **0**  
**Applicants** **Awaiting** **Contacted**

### Application Setting

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org  
 Also send an individual email each time someone applies

#### Candidates contact you

No

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024  
 For more detailed data, visit the [performance report](#).

**0**  
 Impressions

**0**  
 Clicks

**0**  
 Started applications

**0**  
 Applications

### Details

**Posted:** June 29, 2023

**Views:** 04740

**Applications received:**

transfer the calls to the appropriate telephone extension. Check voicemail of 3 phone lines and return phone calls.

- Effectively perform viewer services. Check email box for viewer feedback comments and respond or forward to appropriate person every day. Provide program related information as requested by caller. Retrieve voice messages left in viewer services voicemail box and return calls to viewer providing information requested. Respond to viewer requests by email as needed.
- Perform various clerical duties as assigned.
- Provide superior and professional customer service by maintaining excellent internal and external communications, both verbally and in writing.
- Arrive at workstation, ready for work, at the specified time.
- Adhere to the safety and security policies of the station.
- Assist entering addresses and other demographic account corrections obtained from returned mail or any other sources into database as requested by Membership/Development departments.

**Desired Skills and Abilities:**

- Education – High school graduate or above
- Excellent grammar, verbal and written
- Exceptional interpersonal and telephone skills
- Two years' relevant experience
- Good computer skills
- Punctuality

WEDU is committed to Equal Opportunity Employment and fully supports workplace

diversity – all applicants are welcome.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Education:

- High school or equivalent  
(Preferred)

Experience:

- Administrative Experience: 2  
years (Preferred)

Work Location: In person

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## Digital Video Content Creator

WEDU PBS - Tampa, FL

### Candidates

19

Applicants

8

Awaiting

0

Contact

### Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the

[performance report](#).

0

Impressions

0

Clicks

0

Started applications

0

Applications

Closed

[View public job](#)

### Application Setting

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org

Also send an individual email each time someone applies

#### Candidates contact you

Yes, at email address provided

### Details

**Posted:** June 2, 2023

**Views:** 09166

**Applications received:**



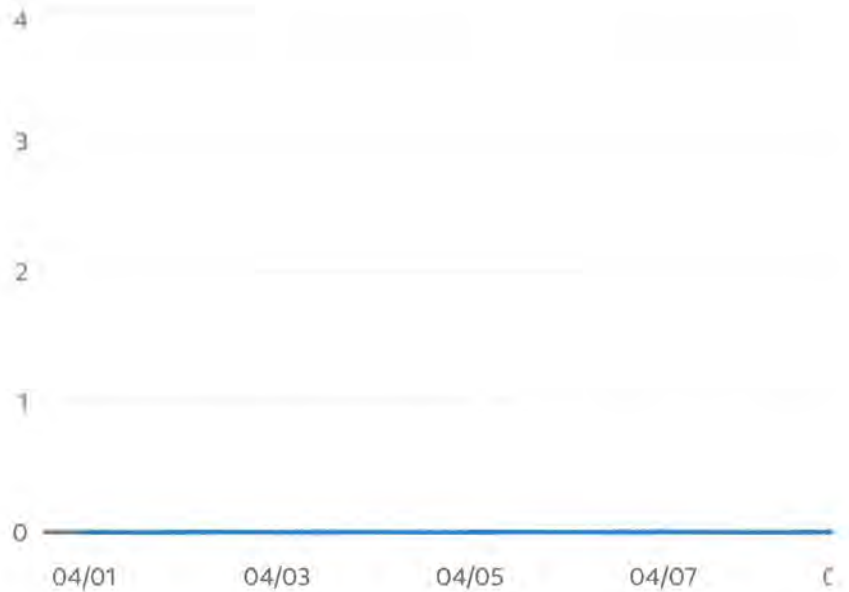
## Metrics over time ^

Day

Week

Applications ▼

+ Add metric to compare



## Job description

Digital Video Content Creator | Tampa, FL

As a Digital Video Content Creator at WEDU PBS, you'll lead, produce, and create videos that educate, engage, and ignite curiosity in our followers. We are looking for a Digital Video Content Creator who can produce original content and also assemble strong narratives from existing videos, utilizing best practices and strategies for each social media platform. We are looking for a storyteller passionate about sharing and creating stories through video.

**Reports To:**

## Digital Media Manager

### **Job Type:**

Full-Time (40 hours a week)

### **Responsibilities:**

- Create social media content—text captions and videos—suitable for social media platforms, including Instagram, TikTok, Facebook, and YouTube
- Develop, plan, shoot, and edit video content with the platform and audience in mind
- Publish posts according to the established social media content calendar
- Collaborate across departments to ensure that every piece of content is relevant and helps maximize engagement and reach
- Ensure every piece of content you create aligns with the WEDU PBS brand voice
- Stay up to date on the latest news and trends within the industry and ensure we adhere to industry best practices
- Provide feedback to relevant stakeholders on project timelines, potential challenges, and suggestions and ideas to take a project idea from concept to completion

### **Requirements:**

- Understand the impact video content can make on our audience
- Be creative and able to work with subject matter experts to turn ideas into compelling scripts that are shared through video
- Work in a team environment with stakeholders from a wide variety of departments, including marketing,

production/content, underwriting, and development

- Deep knowledge of social media trends, hashtags, and engagement strategy
- Knowledge of Adobe Suite and AfterEffects
- Proven experience in creating engaging content on different social media platforms—Instagram, TikTok, Facebook, and YouTube
- Ability to turn a concept into compelling content
- Ability to incorporate our brand voice and identity in digital content
- Extensive knowledge of the popular social media platforms
- Possess strong writing and verbal communication skills
- Experience and comfort being on-camera is a plus
- Experience with Sprout Social, Airtable and/or Canva is a plus

#### **How to apply:**

Submit your **resume, cover letter, and recent production reel link** to [jobs@wedu.org](mailto:jobs@wedu.org)

WEDU is committed to Equal Opportunity Employment and fully supports workplace diversity – all applicants are welcome.

Job Type: Full-time

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

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Tampa, FL 33607: Reliably commute or planning to relocate before starting work (Required)

Work Location: Hybrid remote in Tampa, FL 33607

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### Producer

WEDU PBS – Tampa, FL

## Candidates

19

**Applicants**

19

**Awaiting**

0

**Contact**

## Performance summary

Data shown for Apr 1, 2024 - Apr 24, 2024

For more detailed data, visit the

[performance report.](#)

0

Impressions

0

Clicks

0

Started applications

0

Applications

Closed

[View public job](#)

## Application Setting

### Application method

Email

### Require resume

Yes

### Application updates

jobs@wedu.org

Also send an individual email each time someone applies

### Candidates contact you

Yes, at email address provided

## Details

**Posted:** May 8, 2023

**Views:** 29260

**Applications received:**

## Metrics over time

Day

Week

Applications 

 Add metric to compare

4

3

2

1

0

04/01

04/03

04/05

04/07

0

## Job description

Producer | Tampa, FL

WEDU is looking for an experienced Producer/Editor for creative multimedia productions. We are seeking multi-skilled storytellers who can create engaging short and long form content for local and national programming.

Reports to: Director of Content/Executive Producer

Job Type: Full-Time (40 hours a week)

Position Summary:

Produce, write, shoot, and edit documentary-style projects for multiple

platforms

Research, pitch and develop original content that demonstrates a clear understanding of public media and PBS branding

Coordinate all the elements necessary to complete productions on time and within budget

Demonstrate understanding of broadcast and digital landscape and apply best practices

Collaborate with a team of producers, editors, and videographers to manage workflow, deliver content, and uphold editorial standards

Handle multiple project demands simultaneously

Qualifications:

Bachelor's degree Communications, Media Studies, or equivalent preferred

2+ years' experience as a producer/editor creating narrative storytelling content

Desired Skills and Abilities:

Advanced knowledge of Adobe Premiere, Photoshop, and After Effects

Ability to capture the heart of a story through writing and story editing

Demonstrated mastery and understanding of industry standards, including camera and lighting

Creative team player

Excellent writing and communication skills

Ability to lift and carry up to 25 pounds of production equipment

Job Type: Permanent

Pay: \$50,000.00 - \$55,000.00 per year

Weekly day range:

- Monday to Friday

Work setting:

- In-person

Ability to commute/relocate:

- Tampa, FL 33607: Reliably commute or planning to relocate before starting work (Required)



Work Location: In person

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POSITION TITLE	DATE FILLED	RECRUITMENT SOURCES UTILIZED	NUMBER INTERVIEWED	NUMBER HIRED	RECRUITMENT SOURCE FOR THOSE HIRED
Donor Services Associate	10/4/2021	WEDU Internal Posting/Referrals	1		
		WEDU.org Website	2		
		Indeed.com	4		
		The Reserves Network	3	1	The Reserves Network
Associate Director of Marketing	11/30/2021	WEDU Internal Posting/Referrals	4	2	WEDU Internal Referrals
		WEDU.org Website	1		
		Indeed.com	1		
		Current.org			
Broadcast Engineer	1/10/2022	WEDU Internal Posting/Referrals	0		
		WEDU.org Website	1		
		SBE.org	5	2	SBE.org
		Indeed.com	0		
✓ Donor Services Associate	1/11/2022	WEDU Internal Posting/Referrals	1	1	WEDU Internal Posting/Referrals
		WEDU.org Website	0		
		The Reserves Network	3		
		Indeed.com	1		
Human Resource Administrator	1/24/2022	WEDU Internal Posting/Referrals	0		
		WEDU.org Website	0		
		Indeed.com	5	1	Indeed.com
PR/Email Marketing Coordinator	1/31/2022	WEDU Internal Posting/Referrals	0		
		WEDU.org Website	1		
		LinkedIn	5	1	LinkedIn
		Indeed.com	0		
✓ Staff Accountant	2/23/2022	WEDU Internal Posting/Referrals	0		
		WEDU.org Website	0		
		Warren Averett Staffing	3	1	Warren Averett Staffing
✓ Sr. Staff Accountant	3/21/2022	WEDU Internal Posting/Referrals	0		
		WEDU.org Website	0		
		Warren Averett Staffing	3	1	Warren Averett Staffing
POSITION TITLE	DATE FILLED	RECRUITMENT SOURCES UTILIZED	NUMBER INTERVIEWED	NUMBER HIRED	RECRUITMENT SOURCE FOR THOSE HIRED

POSITION TITLE	DATE FILLED	RECRUITMENT SOURCES UTILIZED	NUMBER INTERVIEWED	NUMBER HIRED	RECRUITMENT SOURCE FOR THOSE HIRED
Marketing Assistant	3/7/2022	WEDU Internal Posting/Referrals	1		
		WEDU.org Website			
		The Reserves Network	2		
		Indeed.com	2	1	The Reserves Network
Director of Education	3/7/2022	WEDU Internal Posting/Referrals			
		WEDU.org Website	2		
		Current.org			
		LinkedIn			
		Indeed.com			
		PBS.org	1	1	PBS.org
Digital Media Manager	4/4/2022	WEDU Internal Posting/Referrals			
		WEDU.org Website			
		Current.org			
		LinkedIn			
		Indeed.com			
		PBS.org			
		Creative Circle	4	1	Creative Circle
Staff Accountant	4/26/2022	WEDU Internal Posting/Referrals			
		WEDU.org Website			
		Warren Averett Staffing	5	1	Warren Averett Staffing
Digital Specialist	6/21/2022	WEDU Internal Posting/Referrals			
		WEDU.org Website			
		Current.org			
		LinkedIn			
		Indeed.com			
		JazzHR	2		
		Creative Circle	5	1	Creative Circle
Multimedia Producer	6/21/2022	WEDU Internal Posting/Referrals			
		WEDU.org Website			
		Current.org			
		LinkedIn			
		Indeed.com	4	1	Indeed.com
		JazzHR			
		Creative Circle			

EEO PUBLIC FILE REPORT  
OCTOBER 1, 2021  
SEPTEMBER 30, 2022

POSITION TITLE	DATE FILLED	RECRUITMENT SOURCES UTILIZED	NUMBER INTERVIEWED	NUMBER HIRED	RECRUITMENT SOURCE FOR THOSE HIRED
Education Coordinator	8/1/2022	WEDU Internal Posting/Referrals WEDU.org Website Current.org LinkedIn Indeed.com JazzHR Creative Circle	5 3	1	JazzHR
Switchboard Admin	8/9/2022	WEDU Internal Posting/Referrals WEDU.org Website Indeed.com JazzHR	3	1	Indeed
HR Administrator	8/23/2022	WEDU Internal Posting/Referrals WEDU.org Website Indeed.com JazzHR	2 2	1	JazzHR
Content Coordinator	8/23/2022	WEDU Internal Posting/Referrals WEDU.org Website Indeed.com JazzHR	1 1 3	1	Indeed.com
Programming Traffic Coordinator	9/6/2022	WEDU Internal Posting/Referrals WEDU.org Website Indeed.com JazzHR	4	1	Indeed.com
			96	21	

## Shirley Risen

---

**From:** Debra Friedberg  
**Sent:** Thursday, January 6, 2022 11:18 AM  
**To:** Derek Johnson  
**Subject:** RE: Accounting Position -  
**Attachments:** Jr. Accountant job ad 1-5-22.doc; Staff Accountant Job Posting.doc; Benefits WEDU PBS.docx

Derek, attached is the Job Ad for both positions and a summary of our benefits package.

Let me know if you have any further questions.

Thanks!

Debra

**Debra Friedberg** | *Chief Financial Officer*

WEDU PBS | 1300 N BOULEVARD, TAMPA, FL 33607-5645  
Office: (813) 739-2907 | [wedu.org](http://wedu.org)



**From:** Derek Johnson <[Derek.Johnson@warrenaverett.com](mailto:Derek.Johnson@warrenaverett.com)>  
**Sent:** Wednesday, January 05, 2022 9:46 PM  
**To:** Debra Friedberg <[dfriedberg@wedu.org](mailto:dfriedberg@wedu.org)>  
**Subject:** Re: Accounting Position -

9am works great!

I'll call you then.

Kind Regards,

On Jan 5, 2022 6:10 PM, Debra Friedberg <[dfriedberg@wedu.org](mailto:dfriedberg@wedu.org)> wrote:

\*\*\*\*EXTERNAL EMAIL\*\*\*\*

Derek, if we can speak at 9 am that would be great! Otherwise I'm available at 12:00 or 3:00. Just email me back with the time that works for you. Thanks!

Debra Friedberg

Thank you for the note to Whitney this past week. While she is no longer with Warren Averett, I'm more than happy to serve you in finding the right accountant for your team. I realize you are out of office this week but I'm fairly open the week of the 3<sup>rd</sup>. Let's schedule a time for coffee or a phone call to discuss.

How about Monday afternoon?

Happy New Year!

Kind Regards,

**Derek Johnson**  
Member, Business Development  
Derek.Johnson@warrenaverett.com  
(D) 813.341.2930  
(C) 334.618.2840



(O) 813.229.2321  
400 North Ashley Drive, Suite 700, Tampa, FL 33602

Please share your positive experiences with our Firm and write a review here.



Proud to be one of Accounting Today's 2021 Best Firms to Work For.

Accounting Specialist\* JOB AD

OBJECTIVE: Perform day-to-day financial and business activities of WEDU

REPORTS TO: Chief Financial Officer

DUTIES CONSISTING OF THE FOLLOWING BUT NOT LIMITED TO:

- Prepare purchase orders, process & enter invoices for cash disbursements, process payments, and maintain accounts payable records and files.
- Prepare customer invoices/billings and related paperwork & reconciliations, processing and maintaining accounts receivable records and files.
- Review outstanding accounts receivable and work with sales staff to collect outstanding invoices, possibly making phone calls to clients.
- Track and reconcile sales contracts and payments for billing and for commissions.
- Perform daily check deposits, credit card deposits, and customer account updates, and record in general ledger.
- Record WEDU financial transactions in the general ledger.
- Open and distribute incoming mail and process outgoing U.S. mail for the organization.
- Order and maintain office and printer/copier supplies for organization.
- Prepare detailed accounting reports as needed.
- Assist with preparing the annual budgets and with periodic budget reviews.
- Prepare schedules and reports for external auditors and assist auditors as requested.

REQUIREMENTS:

Four-year degree in Accounting

At least one - two years' accounts payable and accounts receivables experience

A combination of experience and college education will be considered.

High skill level in Microsoft Office Suite (Word, Excel, Outlook)

Experience with Microsoft Dynamics a plus.

Excellent attention to detail and accuracy in data entry

Great organizational skills; ability to prioritize, and meet deadlines.

Ability to work cooperatively as part of a team, as well as independently.

Ability to work effectively with a wide range of people

Ability to be proactive

Ability to maintain the highest levels of confidentiality regarding business and staff information.

## WEDU BUSINESS & FINANCE – JOB AD

---

Staff Accountant\*JOB AD

OBJECTIVE: Perform day-to-day financial and business activities of WEDU

REPORTS TO: Chief Financial Officer

DUTIES CONSISTING OF THE FOLLOWING BUT NOT LIMITED TO:

- Perform the monthly preparation of detail account reconciliations for general ledger accounts and prepare appropriate journal entries.
- Manage the month end close process. Perform bank reconciliation.
- Process payroll and human resource accounting, and maintain records and files. Ensure that the proper payroll taxes are filed timely.
- Prepare purchase orders for payment of payroll deductions and reconcile to payroll software. Maintain and process employee benefit plan accounting.
- Prepare payroll related reports and pull financial documentation as requested.
- Prepare investment reports and process incoming stock donations.
- Prepare detailed accounting reports as needed, including the FL DOE CSG Grant Application and Quarterly Report, and other grants.
- Prepare assigned portion of the annual budget and assist with periodic budget reviews.
- Prepare schedules and reports for external auditors and assist auditors as requested.

### REQUIREMENTS:

Four-year degree in Accounting

At least 3-4 years' accounting experience

At least two years' payroll experience

High skill level in Microsoft Office Suite (Word, Excel, Outlook)

Experience with Microsoft Dynamics a plus

Excellent attention to detail and accuracy in data entry

Great organizational skills; ability to prioritize, and meet deadlines.

Ability to work cooperatively as part of a team, as well as independently

Ability to work effectively with a wide range of people

Ability to be proactive

Ability to maintain the highest levels of confidentiality regarding payroll and business information



## BENEFITS

**BENEFITS REQUIRED BY LAW.** Benefits required by law include Social Security, Workers' compensation, and Unemployment Compensation.

**BENEFITS PROVIDED BY THE COMPANY.** Company benefits for Full Time Employees include:

- Partial cost of a choice of three health care plans; Company pays 89% of two plans for the employee.
- Dental and vision insurance at no cost to the Employees;
- Life insurance at the level of the Employee's salary plus \$10,000;
- Short-term and long-term disability insurance at no cost to the Employees.

These benefits begin the first day of the month following the successful completion of the 90-day probation period.

Full Time Employees may purchase additional health-related plans through payroll deduction from American Family Life Assurance Co. (AFLAC). A Flexible Spending Plan is also available for Employees' health costs.

**RETIREMENT PLAN:** A Full Time employee is eligible to contribute to the Company's retirement plan following successful completion of the 90-day probation period. **The Company matches Employee contributions up to a total of 4% by the Company.** Employees are vested on a graduated scale, with full vesting in the Company's contribution at the completion of six years of service.

**OTHER BENEFITS:** Free Notary Services are available to Employees and their families. The Company offers Direct Deposit of Employee paychecks into the bank or credit union of their choice. Premium Only Plan – health insurance premiums deducted from employees' paycheck are pre-tax items. Service Anniversaries – Employees are recognized for their service to the Company at five-year intervals.

### **Time Off and Leaves of Absence**

#### **Holidays ( 12 days)**

**WEDU PBS** observes and allows time off with pay for the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Good Friday
- Juneteenth



## Shirley Risen

---

**Subject:** In-Office Interview - Shruti Morar - Accountant - Warren Averett Staffing & Recruiting  
**Location:** 1300 N BOULEVARD, TAMPA, FL 33607-5645

**Start:** Thu 4/14/2022 1:00 PM  
**End:** Thu 4/14/2022 3:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Organizer:** Derek Johnson

**Shruti Morar** is confirmed to interview in your offices (1300 N BOULEVARD, TAMPA, FL 33607-5645) **Thursday, April 14<sup>th</sup> at 1:00pm**. Her resume and summary are here for quick reference and we look forward to hearing your thoughts.

**Candidate name:** Shruti Morar

**Reason for consideration:** Shruti is an accounting and bookkeeping professional with over 15 years progressive experience. She is looking for an accounting/bookkeeping role with a great company and likes what she hears about your team. Shruti has experience working with invoices, handling accounts receivable and payable, payments, data entry, general ledger, and bookkeeping. She has a passion for accounting and has moved to the U.S. recently. Her last role was with TNT Consultants as an Accountant. She is a permanent resident, green card holder, and good communication skills. Below are a few additional highlights:

- Certification in Bookkeeping
- Proficient in Sage, Excel, Outlook, Microsoft Dynamics
- Quick learner and good time management skills

**Availability to interview:** Days' notice

**Availability to start:** 2 weeks

**Desired salary:** \$50,000 / year

## Shirley Risen

---

**Subject:** Video Interview - Catherine Marlow - Jr. Accountant - Warren Averett  
**Location:** Microsoft Teams Meeting  
**Start:** Fri 1/21/2022 11:00 AM  
**End:** Fri 1/21/2022 11:45 AM  
**Show Time As:** Tentative  
**Recurrence:** (none)  
**Organizer:** Derek Johnson

Hello,

**Catherine Marlow** is confirmed to Video Interview via the **MS Teams** link below on **Friday the 21<sup>st</sup> at 11:00am**. I've included her resume and summary here for quick reference. We look forward to hearing your thoughts.

### Catherine Marlow

Catherine Marlow is a bookkeeper and accounts receivable professional with 20 years progressive experience. She has experience managing multiple accounts for different companies, experience in accounts payable and accounts receivable, bookkeeping duties, and accounting responsibilities. Catherine has experience with journal entries, month end close, general ledger, and all financial statements. She is looking for a new challenge! Below are a few additional highlights:

- Professional Bookkeeper
- Proficient in Quick Books, all Microsoft programs, Outlook, Excel
- Accounts Receivable. General ledger, financial statements, bank reconciliations, journal entry experience

**Availability to interview:** Few days' notice

**Availability to start:** 1 week

**Desired salary:** \$54,000 / year

---

## Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

+1 689-223-3184,,77648857# United States, Orlando

Phone Conference ID: 776 488 57#

[Find a local number](#) | [Reset PIN](#)



For assistance joining a Warren Averett Microsoft Teams meeting reference the help URL below or visit <https://warrenaverett.com/TeamsMeetingHelp>

## Shirley Risen

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**Subject:** Video Interview - Amira Karas - Jr. Accountant - Warren Averett  
**Location:** Microsoft Teams Meeting

**Start:** Fri 1/21/2022 3:00 PM  
**End:** Fri 1/21/2022 3:45 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Organizer:** Derek Johnson

Amira Karas is confirmed to Video Interview via the **MS Teams** link below on **Friday the 21<sup>st</sup> at 3:00pm**. I've included her resume and summary here for quick reference. We look forward to hearing your thoughts.

**Candidate name:** Amira Karas

**Reason for consideration:** Amira is an accounting professional with over 5 years of progressive experience handling payroll, bookkeeping, invoicing, contracts, and communicating with vendors. Amira is looking for a new challenge with a great company that she can grow and make a career of! Below are a few additional highlights:

- Degree in Accounting
- Over 5 years accounting and bookkeeping experience
- Proficient in Oracle, Quick Books, all Microsoft programs, Outlook, Excel
- Wants a Bookkeeper/Accounting position and to build a career with a strong organization

**Availability to interview:** Few days notice

**Availability to start:** 2 weeks

**Desired salary:** \$50,000 / year

Kind Regards,

---

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## Shirley Risen

---

**Subject:** Canceled: Video Interview - Catherine Marlow - Jr. Accountant - Warren Averett  
**Location:** Microsoft Teams Meeting

**Start:** Fri 1/21/2022 11:00 AM  
**End:** Fri 1/21/2022 11:45 AM  
**Show Time As:** Free

**Recurrence:** (none)

**Organizer:** Derek Johnson

**Importance:** High

Hello,

**Catherine Marlow** is confirmed to Video Interview via the **MS Teams** link below on **Friday the 21<sup>st</sup> at 11:00am**. I've included her resume and summary here for quick reference. We look forward to hearing your thoughts.

### Catherine Marlow

Catherine Marlow is a bookkeeper and accounts receivable professional with 20 years progressive experience. She has experience managing multiple accounts for different companies, experience in accounts payable and accounts receivable, bookkeeping duties, and accounting responsibilities. Catherine has experience with journal entries, month end close, general ledger, and all financial statements. She is looking for a new challenge! Below are a few additional highlights:

- Professional Bookkeeper
- Proficient in Quick Books, all Microsoft programs, Outlook, Excel
- Accounts Receivable. General ledger, financial statements, bank reconciliations, journal entry experience

**Availability to interview:** Few days' notice

**Availability to start:** 1 week

**Desired salary:** \$54,000 / year

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## Shirley Risen

---

**Subject:** Video Interview - Bethzali Ramos - Staff Accountant - Warren Averett  
**Location:** Microsoft Teams Meeting

**Start:** Wed 1/26/2022 2:00 PM  
**End:** Wed 1/26/2022 3:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Organizer:** Derek Johnson

**Bethzali Ramos** is confirmed to video interview via the **MS Teams** link below **Wednesday the 26<sup>th</sup> at 2:00pm**. Her resume and summary are here for quick reference and we look forward to hearing your thoughts.

**Candidate name:** Bethzali Ramos

**Reason for consideration:** Bethzali is an accounting professional with 20 years progressive experience. She has experience in accounts receivables, invoicing, processing payments, reports, sales, and other accounting duties for multiple companies. She is looking for a new opportunity in a different work environment! Below are a few additional highlights:

- 20 years accounting experience
- Proficient in multiple softwares: Oracle, QuickBooks, and strong with Excel
- Bachelor's degree in Business Administration
- Good communication, organization, and leadership skills
- Professional, great personality, kind and very positive

**Availability to interview:** Few days' notice

**Availability to start:** 2 weeks

**Desired salary:** \$60,000 / year

---

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## Shirley Risen

---

**Subject:** Video Interview - Thao Dang - Staff Accountant - Warren Averett  
**Location:** Microsoft Teams Meeting

**Start:** Wed 1/26/2022 3:00 PM  
**End:** Wed 1/26/2022 4:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Organizer:** Derek Johnson

**Thao Dang** is confirmed to video interview via **MS Teams** link below on **Wednesday the 26<sup>th</sup> at 3:00pm**. Thao's resume and summary are below for quick reference and we look forward to hearing your thoughts.

**Candidate name:** Thao Dang

**Reason for consideration:** Thao is an accounting and finance professional with 4 years plus progressive experience. He is actively looking for a new opportunity after taking a few months off to help take care of a family member. He has experience with all accounting duties and financial statements and was a Staff Accountant in his most recent role. Thao can start immediately! Below are a few additional highlights:

- Finance and Accounting Degree
- Accounting records, bank reconciliations, reports, invoices, journal entries, general ledger experience
- Staff Accountant, Finance, and IT experience
- Proficient in Quick Books, Excel, Microsoft programs, CSS, Python

**Availability to interview:** Few days' notice

**Availability to start:** Immediately

**Desired salary:** \$55,000

---

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## Shirley Risen

---

**Subject:** Derek & Debra - Accounting Recruiting Discussion  
**Location:** Microsoft Teams Meeting

**Start:** Thu 1/6/2022 9:00 AM  
**End:** Thu 1/6/2022 9:30 AM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Organizer:** Derek Johnson

Debra,

Looking forward to chatting with you this morning. I thought I'd add the video link below in case that was best. Talk soon!

Kind Regards,

---

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### Content Services Coordinator

WEDU PBS – Tampa, FL

### Candidates

134

Applicants

1

Awaiting

0

Contacting

0 of 1

Invite more candidates

### Performance summary

Data shown for Apr 1, 2024 - Apr 30, 2024

For more detailed data, visit the [performance report](#).

0

Impressions

0

Clicks

Closed

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### Application Settings

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org

#### Candidates contact you (email)

No

### Details

Posted: April 12, 2022

Views: 0

Applications received: 401 total



0

Started applications

0

Applications

**Metrics over time** ^

Day

Week

Applications



**+** Add metric to compare

4

3

2

1

0

04/01

04/03

04/05

04/07

04/09

04/11

04/13

04/15

04/17

## Job description

### Content Services Coordinator

WEDU is looking for a team player to play a vital role in supporting WEDU PBS broadcast and digital content and programming through project management, viewer services, and administrative duties.

**Reports to:** Director of Content/Executive Producer

**Job Type:** Full-Time (40 hours a week)

#### Position Summary:

- Provide project management support for Content teams, including production, digital and programming.
- Communicate with producers, writers, and production staff to coordinate deliverables and meet deadlines.
- Leverage PBS resources to curate and support local content and programming, including promos, videos, program descriptions, photos, and other assets.

- Engage with PBS station peers to develop content materials and adopt best practices for project management.
- Create, maintain, and distribute key Content documents, including but not limited to programming and board reports, production calendars, and trackers.
- Manage community calls, emails, questions, and requests for content and programming.
- Provide assistance and administrative support for Director of Content/Executive Producer and serve as backup for production and digital projects.
- Communicate and coordinate with departments throughout the organization on projects as needed.
- Stay up to date on industry trends and content standards.
- Assist with programs, grant applications, and collateral needs by maintaining timelines, research, assembly and delivery of materials.
- Maintain excellent internal and external communications, both verbally and in writing.
- Perform any other duties as assigned.

**Qualifications:**

- Educational background in communications, film/TV, digital media or related field

**Desired Skills and Abilities:**

- Strong writing and copywriting skills
- Proficiency in Microsoft Office, Adobe CC and comfortable learning new applications and platforms as technology evolves
- Familiarity with PBS content and programming
- Strict external and internal customer service standards
- Project/program management skills
- Ability and flexibility to handle multiple tasks simultaneously
- Self-starter and collaborative team player

WEDU is committed to Equal Opportunity Employment and fully supports workplace diversity – all applicants are welcome.

Job Type: Full-time

Pay: From \$18.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday


Work Location: In person

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### Staff Accountant

WEDU PBS – Tampa, FL

### Candidates

10	10	0	1 of 1
Applicants	Awaiting	Contacting	Hired

### Performance summary

Data shown for Apr 1, 2024 - Apr 30, 2024

For more detailed data, visit the [performance report](#).

0

Impressions

0

Clicks

Closed

[View public job page](#)

### Application Settings

#### Application method

Email

#### Require resume

Yes

#### Application updates

jobs@wedu.org

Also send an individual email update each time someone applies.

#### Candidates contact you (email)

Yes, at email address provided

### Details

**Posted:** February 4, 2022

**Views:** 0

**Applications received:** 10 total

0

Started applications

0

Applications

Metrics over time ^

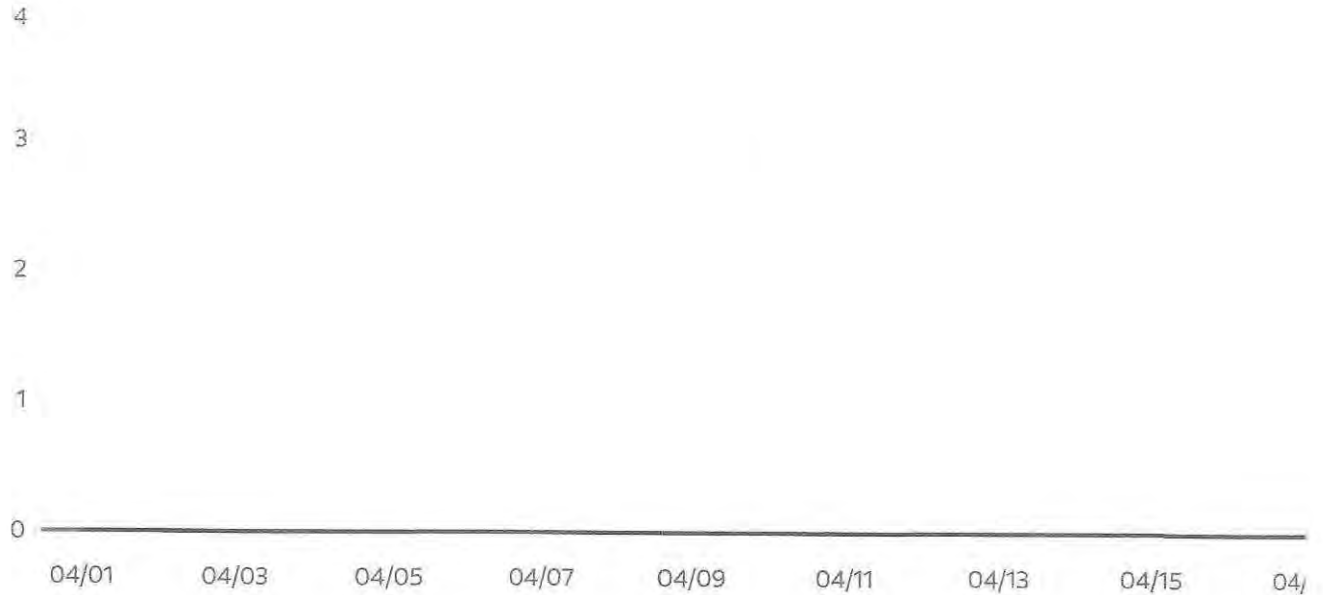
Day

Week

Applications



Add metric to compare



## **Job description**

WEDU BUSINESS & FINANCE

JOB POSTING: STAFF ACCOUNTANT

OBJECTIVE: Perform day-to-day financial and business activities of WEDU

REPORTS TO: Chief Financial Officer

DUTIES CONSISTING OF THE FOLLOWING BUT NOT LIMITED TO:

- Perform the monthly preparation of detail account reconciliations for general ledger accounts and prepare appropriate journal entries.
- Manage the month end close process. Perform bank reconciliation.
- Process payroll and human resource accounting, and maintain records and files. Ensure that the proper

payroll taxes are filed timely.

- Prepare purchase orders for payment of payroll deductions and reconcile to Paycor. Maintain and process employee benefit plan accounting.
- Prepare payroll related reports and pull financial documentation as requested.
- Processing checks, credit cards, and cash receipts for deposit and record in general ledger.
- Record membership contributions, fundraising pledges and other membership database transactions on the WEDU general ledger. Assist with reconciling the membership database records with the general ledger accounts.
- Prepare detailed accounting reports as needed, including the FL DOE CSG Grant Application and Quarterly Report, and the Grants Tracking Spreadsheet.
- Prepare assigned portion of the annual budget and assist with periodic budget reviews.
- Coordinate with CFO to assist with preparing government compliance reports and filings, including CPB, Census Bureau, IRS form 990, IRS form 990-T, Form 1099, and other IRS returns, Florida returns, local tax filings and reports.
- Prepare schedules and reports for external auditors and assist auditors as requested.
- Assist in preparing cash disbursements, processing and maintaining accounts payable records and files, as necessary.
- Assist in preparing customer invoices and billings for underwriting, as necessary; reconciling underwriting agreements and payments for billing and for commissions.
- Assist with opening and distributing incoming mail and process outgoing U.S. mail for the organization, as



necessary.

- Assist with ordering and maintaining office and printer/copier supplies for organization, as necessary.
- Assist with maintaining the records for fixed asset purchases, disposals and depreciation, as necessary.
- Maintain the highest levels of confidentiality and ethics regarding business and staff information.
- Perform other duties as requested.

#### REQUIREMENTS:

Four-year degree in accounting

At least 3-4 years' accounting experience

At least two years' payroll experience

High skill level in Microsoft Office Suite (Word, Excel, Outlook)

Experience with Microsoft Dynamics a plus.

Excellent organizational skills; ability to prioritize, manage multiple tasks, and meet deadlines.

Attention to detail and accuracy

Ability to maintain confidentiality of payroll and financial information

Ability to work cooperatively as part of a team, as well as independently.

Ability to work effectively with a wide range of people

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance

- Life insurance
- Paid time off
- Vision insurance

Physical setting:

- Office

Schedule:

- Monday to Friday



Work Location: In person

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