

PMWC Fellowship Job Description

Title: Public Media Workforce Collaborative Fellow

FLSA Classification: Exempt

Reports To: Chief Experience Officer

Department: Experience

Date: August 2021

JOB DESCRIPTION

Summary

The Public Media Workforce Collaborative (PMWC) Fellow is the lead coordinator and facilitator of all activities, operations and reporting processes for the four collaborating public media stations working to fulfill workforce development initiatives as outlined in the two-year, \$450,000 grant from the Corporate for Public Broadcasting (CPB).

Fellowship Expectations

- Supports the objectives of the PMWC.
- Ensures the highest quality of work across the various workstreams of PMWC.
- Represents PMWC with great integrity, passion, commitment and a “yes, and ...” ethos with all stakeholders.
- Treats all staff across PMWC stations with respect.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Facilitates the completion of all PMWC activities including but not limited to the implementation of management and staff training programs, human-centered design processes, marketing campaigns and associated user testing.
- Coordinates the logistics of all PMWC activities including but not limited to setting up meetings between station representatives and consultants/contractors, setting up meetings for various activities across stations, handling any travel.
- Collects quantitative and qualitative data, proof-of-performance examples and any media coverage for reporting purposes as well as for the development of the PMWC Playbook for other stations.
- Maintains a schedule of all CPB reporting requirements and drafts all reports.
- Maintains a database of all internal and external stakeholder contact information.
- Regularly communicates with internal stakeholders about the status of various workstreams, outcomes of activities and upcoming tasks and deliverables.
- Participates in and takes notes of all PMWC leadership meetings.
- Completes other duties as assigned.

Other Responsibilities

- Upholds the professional standards and always acts in a manner that is consistent with the best interests of PMWC and will protect and enhance its reputation and standing in the community
- Adheres to each PMWC station’s code of ethics.
- Shows respect for co-workers and members and an understanding of and appreciation for the diversity of PMWC stations’ staff, members, and audiences.
- Aspires to excellence in all aspects of his/her/their work and serves as a model for others.
- Maintains confidentiality.

- Adheres to all Ideastream Public Media's protocols, procedures, rules, and policies.

Required education and experience

- Bachelor's degree.
- Two years of project management experience in the non-profit sector.
- Demonstrated proficiency using Microsoft Office Suite and Teams.
- Demonstrated experience managing projects and/or activities from initial idea to final implementation.
- Demonstrated experience writing well substantiated and clearly articulated reports.
- Ability to work well under pressure to manage multiple concurrent tasks, re-prioritize work, and be flexible while meeting tight deadlines.
- Strong verbal and written communication, decision making, and problem-solving skills.
- Strong organizational, time management, and presentation skills.
- Ability to collect data, create charts/graphs and provide narrative interpretation of what the data shows.
- Ability to collaborate effectively with colleagues across multiple organizations.
- Responsive to input and feedback on performance from multiple stakeholders.

Work environment

General office environment.

Physical demands

The physical demands for this position are low. The employee is regularly required to sit, talk and listen. The employee is frequently required to use hands to maneuver handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, climb or balance, reach, stoop, kneel, taste, or smell. The employee must have the ability to lift and/or move up to 25lbs.

EEO statement

Ideastream Public Media is an Equal Opportunity Employer. Women, underrepresented populations, and persons who are physically challenged or with disabilities are encouraged to apply. Inclusion is one of our core values.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Manager: _____

Date: _____

HR: _____

Date: _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____

Date: _____