

JVC NORTHWEST POSITION DESCRIPTION 2024-25

Position title: Education and Engagement Associate	
Partner agency name: Alaska Public Media	Program name: Education Program
<p>Brief position description: The Education & Community Engagement Associate supports the Director of Education & Engagement in managing educational activities for Alaska Public Media that promote the use of PBS Kids and AKPM educational media content. The qualified applicant enjoys serving young children, students, educators, and families in our viewing area. This position assists with trainings and teacher workshops conducted at childcare centers, early learning coalitions, elementary schools and other venues. Events include Ready To Learn deliverables, conferences, events, programs and projects, professional development opportunities. Alaska Public Media is the source of NPR radio, PBS television for South Central Alaska and stewards a statewide news service.</p>	

Service Focus & Impact

Type of Service: Education (Community)
Service Impact Area: Capacity Building
Primary Service Area Focus: Education (Community)
Additional Service Area Focus: Other:
Populations Served in this role: Children and Families

Address(es) where service will be performed: 3877 University Drive; Anchorage, Alaska 99508.

Daily Commute: Placement site is accessible by public transportation (Agency covers cost for service related activities within the service day but not commute cost).

Service Schedule:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No Service	No Service	9:00 am to 5:00 pm	9:00 am to 5:00 pm	9:00 am to 5:00 pm	9:00 am to 5:00 pm	12:00 pm to 4:00 pm

Position Duties & Tasks

A Day in the Life of the JV/AmeriCorps Member: Every day will be something new. Exact duties will depend on what activities are scheduled for the day. A schedule for the volunteer may include: 9:00 am -10:00 am- Email from partners and AKPM staff, review of tasks needing to be completed, and meeting with site supervisor, if needed. 10:00 am - 12:00 pm - Serve on camp and family engagement programming tasks. 12:00 pm - 1:00 pm - Lunch Break 1:00 pm to 5:00 p.m. - Attend meetings, serve on statistical and other reports, data gathering, assist with education of social media/marketing, recruitment of participants, procurement of program materials and supplies, creation of printed program materials, and any other tasks assigned by the Education Director. Saturday hours will be used for community events that are scheduled throughout the year. If no Saturday hours are required, the make-up time will occur on Monday. This position is full-time with a flexible schedule of 32-40 hours per week. Volunteer may be asked to serve evenings and on the weekend; AmeriCorps service hour standards for evening and weekend work will be followed.

Essential Tasks *the tasks or duties that are fundamental and critical to the performance of this position.*

70%	Assists with planning and implementing education events around Alaska Public Media PBS Kids programs with community partners. Plans and implements camps, special events, family engagements and afterschool programs as part of the education team. Takes on a leadership role as assigned with the organization of volunteers and staff at various venues including public schools and partner’s organizations. Creates relevant content as assigned and maintains relationships with parents, education professionals, volunteers and our community on multiple platforms. Creates current print publications, scripts, blogs and online content as requested. Assist department management in developing grant reporting narratives and tracking budgets. Compile data for use in monthly and annual reports required by CPB and other funding organizations as assigned. Includes documenting with video, photographs, and anecdotal information to support our work. Assist in the administering of surveys and pre/post-assessments that help determine the effectiveness of Alaska Public Media programs as they are implemented within school curriculums, afterschool programs, summer camp environments, and special events. Oversees the educational supplies and storage room. Ensures that all materials for events, programs, technology tools, and books are prepared, organized, and available for all education and engagement activities.
30%	Serves closely with our department leadership to implement and innovate around WFSUs Education and Engagement social media strategy, developing awareness, generating inbound social media traffic and encouraging Alaska Public Media product adoption.
<i>Other essential responsibilities: complete and submit in a timely manner all JVC Northwest/AmeriCorps required reports and time sheets; participate in JVC Northwest/AmeriCorps sponsored orientation, service days, and retreats; and otherwise comply with the JVC Northwest Covenant, Drug and Alcohol Policy, and Member Contract.</i>	
Marginal Tasks - activities seldom or intermittently performed; The position doesn’t exist to perform these tasks & their removal wouldn’t fundamentally alter the nature, purpose, or result of the essential tasks.	
0%	

Position Requirements, Certifications & Trainings

Education	Required Education: High School Diploma
Language Skills (other than English)	Spanish Language Requirement: No requirement other than English Spanish Language Preference: No requirement other than English Additional Preferred Languages:
Driver’s License and Vehicle	Driver’s License Required: Yes State of Issue Requirement: Nature of Driving (frequency, distance, etc.): Use of AKPM vehicle for transportation to program events. Vehicle Requirement: A vehicle owned by your organization or program

Additional Certifications	First Aid/AED/CPR: No Mandatory Reporter: No	Other Certifications:
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REQUIRED experience, qualities, or specialized training: Exceptional interpersonal, written and oral communication skills. Strong relationship and management skills. Project management skills with demonstrated ability to multi-task and set priorities within tight deadlines. Ability to develop and implement policies, procedures, goals and objectives. Ability to evaluate process effectiveness and develop change or alternatives. Strong Microsoft applications skills and ability to travel 3-5 days a month in the state of Alaska.

PREFERRED (not required) experience, qualities, or specialized training: Background in early childhood education. Classroom experience is desired but not required.

Specific physical and mental performing elements: The JV AmeriCorps member must be able to lift and/or move up to 65 pounds. The JV AmeriCorps member can embark and disembark small "Bush Planes" that land on sea or land. The JV AmeriCorps member is occasionally required to stoop, kneel, crouch or crawl, carry, travel, sleep on floors, etc. The JV AmeriCorps member is regularly required to stand, walk and sit; use hands to handle or feet; reach with hands and arms; talk and hear.

Equipment use: Proficiency with Microsoft Office products, Google products and other document and communication platforms. Use of standard office equipment.

Special conditions of service and frequency (if any): Must be able to serve in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

Dress code/attire (Note: All JVs serving in AmeriCorps placements are expected to wear the AmeriCorps logo daily, on a pin, T-shirt, or jacket. JVs will be given these items at Orientation.): Business casual.

Programs participating in the JVC Northwest AmeriCorps Program will not discriminate in the selection and participation of AmeriCorps members based on race, color, religion, sexual orientation, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of programs participating in JVC Northwest AmeriCorps, or any bona fide occupational qualifications.