



7403 N. Kelley Ave., Oklahoma City, OK 73111

JOB OPENING NOTIFICATION

POSITION: OETA Education Program Manager
ISSUED: July 25, 2025
CLOSE: Until Filled

The Oklahoma Educational Television Authority announces the opening of the full-time position titled **Education Program Manager** located in **Oklahoma City**. This position will lead the OETA public media sector education initiatives and programs. The most qualified candidates will be contacted for an interview.

RESPONSIBILITIES:

The Education Program Manager will be responsible for developing and implementing a variety of educational programs with a strong emphasis on expanding community-level, online, and digital experiences. The ideal candidate will be mission-driven as well as have experience in program management, a commitment to lifelong learning and addressing educational challenges, as well as a passion for public media.

DUTIES:

- Develop and manage education programs and initiatives in collaboration with internal and external stakeholders, ensuring alignment with organizational mission, goals, and strategy.
- Design and conduct case studies to document program outcomes, highlight impact stories, and inform ongoing strategy and development.
- Support Program evaluation by coordinating data collection, tracking outcomes, and contributing to reporting efforts.
- Oversee and strategically guide content producers, instructional designers, and other stakeholders to define, plan, and execute the development, evaluation, and updating of educational media content and materials, including video, audio, and digital content. This includes managing timelines, budgets, resources, and cross-functional dependencies to ensure alignment with program goals and overall strategic objectives.
- Develop and manage program budgets, timelines, and resources, ensuring efficient and effective program delivery.
- Plan and deliver professional development and training opportunities for educators and other stakeholders, both in-person and online.
- Foster partnerships and collaborations with community organizations, schools, and other stakeholders to support program delivery and sustainability.
- Develop and implement evaluation strategies to assess program effectiveness and impact and use data to inform continuous improvement.
- Manage and supervise program staff, volunteers, and interns, providing guidance and support to ensure program success.

PREFERRED QUALIFICATIONS

- Master's degree in education, communications, or a related field.
- 3-5 years of experience in program management and development, preferably in an educational or non-profit setting.
- Strong leadership and management skills, with experience supervising and coaching staff, volunteers, or interns.

- Demonstrated ability to develop and manage complex programs and projects with multiple stakeholders and timelines.
- Strong written and verbal communication skills, including the ability to communicate effectively with a diverse range of stakeholders.
- Proficiency in Microsoft Office and Google Suite, and experience with project management software or CRM systems.
- Familiarity with public media and educational media content, and a passion for education and community engagement.
- Experience in program evaluation and data analysis, with a focus on continuous improvement.
- Ability to work collaboratively as part of a team and build positive relationships with program partners and participants.
- Ability to work occasional evenings or weekends, as needed, for program events or activities.

COMPENSATION

Salary range: \$40,000 - \$45,000. A generous benefit package including health, leave, retirement plus much more is included.

HOW TO APPLY: Send cover letter, application and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501. Applications can be downloaded from www.oeta.tv or in person at 7403 N Kelley Avenue, Oklahoma City.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER