



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

JOB OPENING NOTIFICATION

POSITION: Education Program Manager

ISSUED: September 17, 2026

CLOSE: Until filled

The Oklahoma Educational Television Authority (OETA) announces the opening of the full-time **Education Program Manager** position located in **Oklahoma City**. This role is vital to the Education Department and supports OETA's mission by leading the development, delivery, and continuous improvement of our educational initiatives, workshops, camps, and professional development sessions.

Reporting to the Vice President of Education, this position goes beyond logistics to require strategic, portfolio-level thinking, mission-driven leadership, and a passion for public media. The ideal candidate will manage Tier 2 community partnerships, integrate subject-matter expertise, and leverage data and logic models to turn insights into actionable program design.

RESPONSIBILITIES

- Own the full development cycle for assigned programs—from initial design (logic model, program brief) through delivery, evaluation, and revision, ensuring alignment with organizational mission, goals, and strategy.
- Collect delivery data and maintain evolving program documentation, systematically gathering attendance, observation notes, and participant feedback from workshops and professional development to inform design decisions, while continuously updating logic models, timelines, and materials with each iteration.
- Execute post-activation evaluations and strategic alignment, utilizing impact notes and program summaries after every cycle to document outcomes, capture feedback, and define adjustments, while partnering with the VP of Education to identify and resolve instances where program offerings fail to match a partner's actual needs.
- Serve as the primary relationship manager for Tier 2 partners (libraries, nonprofits, and schools) across the full engagement cycle, running intake, maintaining a relationship log, fostering long-term collaborations, and sustaining year-round communication to support program delivery and sustainability.
- Represent and communicate the program portfolio, serving as the visible face of assigned offerings in department meetings, delivering workshops, camps, and professional development sessions, and contributing program-level data and narratives to stakeholder, grant, and legislative reporting.
- Develop and manage program budgets, timelines, and resources, ensuring efficient and effective program delivery, cross-functional coordination, and adherence to strategic objectives.

PREFERRED QUALIFICATIONS

- Bachelor's degree in education, communications, or a related field (or equivalent combination of education and experience).
- 3 to 5 years of experience in program management, design, and development, preferably in an educational, public media, or non-profit setting.
- Proven ability to sustain long-term external partnerships and build positive relationships with program partners, community organizations, and participants.
- Comfort and experience working with logic models, evaluation frameworks, and data-driven program iteration for continuous improvement.
- Strong written and verbal communication skills for producing impact notes, summaries, and communicating effectively with a diverse range of stakeholders.
- Ability to exercise independent professional judgment in an evolving environment, paired with strong time-management, presentation, and organizational skills.
- A commitment to fostering a respectful, inclusive workplace and a passion for lifelong learning and community engagement.
- Ability to work occasional evenings or weekends, as needed, for program events or activities.

COMPENSATION

Salary range: \$40,000 to \$55,000 per year. A generous benefit package including health, leave, retirement plus much more is included.

HOW TO APPLY:

To apply, please submit your cover letter, application, and resume through our online portal at OETA.tv. Materials may also be emailed to employment@oeta.tv or mailed to OETA Human Resources, P.O. Box 14190, Oklahoma City, OK 73113. For questions, please contact Human Resources at (405) 848-8501. Paper applications can be requested in person or at the email address above.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER