



JOB OPENING NOTIFICATION

POSITION: Community Engagement Coordinator
ISSUED: October 2024
CLOSE: Until Filled
LOCATION: Oklahoma City
DEPARTMENT: Marketing and Communications

Marketing and Events Coordinator at OETA

The Oklahoma Educational Television Authority (OETA) is seeking a full-time Marketing and Events Coordinator for our Marketing and Communications department. This role is key in overseeing event coordination and event marketing efforts across OETA's website, social media channels, and various promotional platforms. We're seeking a collaborative team player who thrives in a fast-paced environment and is eager to contribute innovative ideas to our mission!

KEY RESPONSIBILITIES:

- Plan and execute both online and in-person events to promote OETA programming and meet station needs.
- Manage budgets, including grant-funded budgets.
- Collaborate with Friends of OETA, our fundraising partner, to organize donor events.
- Coordinate with venues, caterers, and production staff, including scouting and scheduling.
- Track and report on event engagement for both internal and external stakeholders.
- Provide insights and recommendations to improve events, reach diverse audiences, and engage donors.
- Work with the team to develop event marketing content, including press releases, blog posts, newsletter copy, social posts, and event page content.
- Prepare sponsorship/host proposals.
- Prepare and edit event scripts and run-downs.
- Represent OETA at trade fairs, media events, and fundraising activities.
- Coordinate volunteer efforts.
- Perform other duties as assigned to support the overall goals and operations of the department.

KEY QUALIFICATIONS:

- At least 2 years of experience in event planning, marketing, public relations, or communications.
- Passion for and knowledge of OETA's programming, mission, and vision.
- Exceptional organizational skills with a keen eye for detail.
- Technologically proficient with experience in video conferencing; familiarity with Adobe Creative Suite is a plus.
- Outgoing personality with a diverse perspective.
- Strong written and verbal communication skills.
- Attention to detail and ability to meet deadlines.

- Collaborative team player who values feedback and adapts to meet audience expectations.
- Working knowledge of Microsoft Office programs.

ADDITIONAL INFORMATION:

- OETA offers the option to work from home two days per week.
- Must be available to travel to events throughout the state as needed.
- Must be available to work occasional night and weekend events.
- Capable of bending and lifting up to 35 lbs.
- Able to stand for long periods of time.
- We encourage applicants with diverse backgrounds and a passion for public media to apply.

COMPENSATION:

\$40,000 to \$45,000 plus benefits package

HOW TO APPLY:

Send cover letter, application and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501 or email employment@oeta.tv. Applications are available online at OETA.tv or in person at 7403 N. Kelley Avenue, Oklahoma City.

Please include a link in your resume to samples of your work, including social media campaigns, press releases, web/newsletter content, and any other relevant projects that showcase your creativity and ability to engage diverse audiences.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.