

Community Engagement Specialist

Department:	Digital Equity	FLSA Status:	Non Exempt
Reports To:	Manager of Digital Equity	Physical Strength:	Light
Salary:	\$26.00/hour	Class:	Bargaining Unit

Summary

Responsible for the execution of initiatives designed to bridge the digital divide and promote digital equity among diverse communities through coalition building. In partnership with the Manager of Digital Equity, you will build, maintain and sustain coalition membership. This role will serve as a community liaison between the Coalition of Digital Equity leadership team, Task Force teams and community stakeholders. This position will meet or exceed coalition key performance indicators (KPIs). In partnership with the Executive Director, this role is responsible for advancing digital equity through advocacy.

Essential Duties

1. Execute on the coalition's goals, objectives, and plans.
2. Conduct thorough research on policy issues, legislative frameworks, and regulatory matters affecting the digital equity community in partnership with the Manager of Digital Equity at Free Geek.
3. Collaborate with internal and external task forces to craft policy recommendations and position statements that reflect the coalition's priorities.
4. Represent the coalition in relevant meetings, hearings, and conferences to advocate for policy changes and promote the coalition's agenda.
5. Work closely with the Manager of Digital Equity and coalition members to identify key priorities, establish clear milestones, and track progress towards strategic goals.
6. Provide regular reports and updates to the coalition members, highlighting achievements, challenges, and recommended adjustments to the strategic plan.
7. Facilitate regular communication channels between coalition members and stakeholders to foster collaboration and information exchange
8. Co-lead the coordination of monthly CODE meetings, promoting a collaborative environment.
9. With the Manager of Digital Equity, supervise the formation of specialized working groups aimed at advancing collaboration on initiatives.

Job Duties

- Coordinate with the Manager of Digital Equity to develop comprehensive plans and initiatives to address digital equity gaps within the community/organization using support tools from the National Digital Inclusion Alliance and our region's Digital Equity Action Plan.
- Together with the Executive Director and Manager of Digital Equity, you will conduct needs assessments and analyze data to identify areas of opportunity to best support the community.
- Create long-term strategies aligned with organizational goals to promote digital equity.
- Collaborate with government entities, community organizations, educational institutions, and businesses to foster partnerships and secure resources for digital equity initiatives.
- Organize and co-lead meetings, workshops, and forums to engage stakeholders and raise awareness about digital equity issues.

Community Engagement Specialist

- Help with the development of workshops, training sessions, or educational materials to improve digital skills among CODE members
- Build, maintain and nurture relationships with local and national partners within the Coalition; be the connector.
- Advocate for policies at local, state, or national levels that promote equitable access to technology and internet connectivity.
- Stay updated on digital equity policies and recommend changes to existing policies to support underserved communities.
- Execute metrics to evaluate the effectiveness of digital equity programs and initiatives.
- Generate reports through G-Suites outlining progress, challenges, and recommendations for improvement to stakeholders and management.
- Develop educational materials and facilitate working groups about topics regarding digital equity and scheduling out consistent meeting dates by sending out surveys for available meeting times among groups.
- Microsoft Excel report generation.
- Support other digital equity programs as needed.
- Other duties as assigned.

Supervisory Responsibilities

Co-lead the CODE leadership team and coalition members as well as Free Geek individuals involved in CODE. This role involves collaborating with various stakeholders, advocating for equitable access to technology, and designing programs to ensure all members have the necessary tools and skills to thrive in a digital society.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education

High school diploma or GED is required.

Preferred Experience and/or skills

- Has previous experience providing or participating in digital equity programming.
- Experience preparing reports, presentations, and professional correspondence.
- Has successfully built relationships with local and national partners.
- Ability to adapt messaging for diverse audiences, including team members, stakeholders, and clients.

Community Engagement Specialist

- Familiarity with policies, funding sources, and best practices related to digital equity and broadband expansion.
- Previous experience designing, implementing, or participating in digital equity programs aimed at increasing access to technology and the internet.
- Up to two years of related experience and/or training in facilitation and collaboration with different stakeholders, and being able to build meaningful relationships with external leaders is preferred.
- Demonstrated confidence and competence working with diverse populations is required.

Certificates, Licenses and/or Registrations

A current and valid driver's license is required for this role.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Computer Skills

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicating by email and using scheduling software.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee is required to remain in a stationary position for 80% of the time. The employee regularly moves about the location with minimal travel to other locations, occasionally ascends and descends stairs, and communicates with employees/customers/visitors, and exchanges accurate information. The employee constantly/frequently operates a computer and other office machinery. The employee must move/transport equipment or office materials weighing up to 10lbs. This position has frequent exposure to computers and a workspace at a moderate noise level. Must be able to detect text and programs on computer screens.

Travel

Minimal travel for day trips to different locations. (5-25%)

Community Engagement Specialist

Employee Signature: _____ **Date:** _____

Employer Representative: _____ **Date:** _____