

JOB DESCRIPTION

Classification: Community Program Specialist III
Working Title: Project Lead, Economic & Digital Inclusion

Project Management & Collective Impact Management:

- Manage the planning, development, implementation and evaluation of economic and digital inclusion projects and initiatives.
- Manage the governance, planning, development and implementation of the Digital Inclusion Roadmap.
- Oversee fiscal requirements and manage project-related budgets and expenditures.
- Identify funding opportunities and write project-related grants.
- Produce and prepare project-related status reports including but not limited to (TFFs/memorandums, PowerPoint presentations, reports).
- Coordinate communication between stakeholders and provide updates on project deadlines, milestones, issues and key decisions.
- Manage project-related data gathering, research, analysis and implementation of recommendations.
- Manage consultant scope of work development, consultant selection, evaluation and oversight.
- Produce and manage project-related documentation from inception to completion including but not limited to project charters, project plans, work breakdown structures (WBS), communication plans, meeting minutes and agendas.
- Collaborate with graphic designer and webmaster to develop and maintain website(s).
- Establish shared measurement practices.
- Manage, track and report performance on strategies.

Community Relations & Engagement:

- Identify and prioritize the economic and digital needs of communities.
- Develop and implement community outreach and engagement strategies.
- Cultivate strong working relationships and collaborate with members of the community.
- Raise community awareness about economic and digital inclusion initiatives through marketing/communication strategies.
- Lead project-related community outreach and engagement events including but not limited to (focus groups, forums, roundtables, community conversations).

Stakeholder Relations & Engagement:

- Plan, convene and facilitate the Digital Inclusion Stakeholder Roundtables.
- Establish and/or maintain relationships with stakeholders including but not limited to City staff, City Council offices, community-based organizations, businesses, Internet Service Providers (ISPs) and colleges and universities.
- Serve as a department liaison on task forces, committees, working groups and coalitions.
- Attend and participate in project-related conferences and summits.
- Conduct formal and informal presentations at the Economic Development Commission and Technology & Innovation Commission meetings.
- Collaborate with stakeholders to develop and implement action plans.