

Digital Equity Director
Sammy Lowdermilk

Duties of the Digital Equity Director include:

- Organize, direct, and coordinate various programs under the TEC Digital Equity mantle.
- Formulating, organizing and monitoring inter-connected projects and programs.
- Determining suitable strategies and objectives for the digital equity initiatives of The Enterprise Center.
- Develop or approve budgets and operations for Digital Equity programs and projects.

Responsibilities

- Formulate, organize and monitor inter-connected projects- connectivity drives, Tech Goes Home, and various projects in HCDE schools (4K, AR/VR, & LOLA projects).
- Initiate and set goals for digital equity and inclusion programs according to the strategic objectives of the organization.
- Develop and control deadlines and activities for all projects and programs.
- Develop strategy around marketing and outreach for all digital equity and inclusion programs and projects.
- Work with the Digital Equity staff to ensure program execution.
- Assume responsibility for the program's partnerships, sponsors and participants.
- Assess program performance and collect suitable data to maintain program excellence.
- Identify funding sources and complete any and all requirements for county/city budget requests or corporate/foundation partners.
- Prepare reports for The Enterprise Center's CEO.
- Network in the community to identify new partnerships for The Enterprise Center in regards to digital equity and inclusion.
- Work with staff, trainers, and other experts to develop and evolve Tech Goes Home curriculum and guidelines.
- Ensure that program partners and trainers are fully prepared to execute a Tech Goes Home course.

Digital Equity Officer

Geoff Millener

Overview

Project officer and program manager for equity- and education-focused technology initiatives, including ideation; grant writing and other funds raising; stakeholder engagement; pilot, iteration and scale; strategic planning; and marketing and narrative, including documentation, advocacy and public presentation. Organizationally part of Digital Equity team, but with substantial cross-departmental collaboration.

Chief Responsibilities

- New and Evolving Digital Equity/Broadband Initiatives
- Education in the Innovation District
- Education-focused Gigabit Applications
- Strategic Planning
- Community Outreach
- Local and National Stakeholder Coordination

Active Programs

- Smart City Equity Test Bed
 - East Lake
- Gigabit Education
 - LOLA
 - 4K Streaming Applications
 - 4K Microscope
 - VR, AR and other Misc. Pilots
- Local and National Collaboratives
 - Digital Equity Committee
 - Mozilla/US Ignite
 - NDIA and Smart City Working Group
 - Chattanooga 2.0: Innovation Action Team + Early Matters
 - Kennedy Center: Any Given Child
 - Thrive: Connectivity + Infrastructure
- Tech Goes Home: Evolution
 - Early Childhood
 - Accessibility
- Education in the Innovation District
 - Teacherpreneur
- Community Health Pilots and Partnerships
- Personal Finance Pilots and Partnerships

Tech Goes Home Chattanooga
Program Coordinator
Mary Smith

The overall job of the Program Coordinator is to manage partners and ensure the day-to-day operations of TGH CHA courses run smoothly.

Key responsibilities

- Communicate with and manage TGH Trainers during program sessions
- Oversee recruitment and coordination of a diverse group of volunteers (to support site Trainers);
- Assist with ongoing outreach to the community (via meetings, social media, newsletters, etc.)
- Help maintain up-to-date program materials & resources (in print and online)
- Help monitor the implementation of TGH CHA's policies, procedures, and program improvements at our various partner locations
- Assist with data collection, evaluation and record maintenance
- Help organize TGH CHA events.

Additional skills:

- passionate about digital equity and improving the lives of residents
- fluent in Spanish a plus, but not required
- has strong communications skills and can relate to diverse audiences
- has experience organizing volunteers