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.
TEC Chief Operating 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
Cameron Williams

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

*until recently, this role was held by Mary Smith, who has moved up within the organization*