

Position Description

Job Title:	Digital Inclusion Manager	Revision Date:	June 8, 2021
Department:	Office of Innovation & Technology	Hiring Manager:	Andrew Buss
Salary Range (optional)			
Position Type	Exempt		

Overview of City of Philadelphia

With a workforce of over 25,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

The Office of Innovation & Technology oversees all major information and communication technology initiatives for City government and works to increase the effectiveness of the City's information technology infrastructure. It also seeks to improve and increase citizens' access to technology and digital literacy skills.

Position Summary

This position will focus on coordinating and driving OIT and citywide efforts around digital inclusion programs and strategy, with an emphasis on managing activities connected to the Digital Literacy Alliance. The role will be responsible for working closely with individuals, offices and departments across government who are currently implementing, or have plans to implement, digital inclusion and literacy programs, to ensure that these initiatives are cohesive, effective and aligned with each other. The Coordinator will also serve as a resource and thought-leader for external stakeholders, including DLA grantees and partner organizations, in Philadelphia addressing digital literacy issues, and will facilitate relationships, skill building and networking between sectors working in this space.

Position Description

Essential Functions

- Collaborate with diverse stakeholders and sectors in Philadelphia to create a cohesive digital literacy strategy and implement and support innovative programs.
- Represent Philadelphia with the National Digital Inclusion Alliance (NDIA), identify and participate in conference and panel opportunities, and as a thought leader and liaison for Philadelphia in the digital inclusion and literacy space.
 - Develop and implement networking activities and opportunities for Digital Literacy Alliance grantees and partner organizations with the goal of seeding and supporting best practices, creating relationships and leveraging shared resources around digital literacy and access
- Drive the evaluation of OIT's digital inclusion initiatives, including the Digital Literacy Alliance, and help other departments and teams develop their own digital inclusion programs, if applicable.
- Collect and evaluate data from Digital Literacy Alliance grantees and partners to measure the effectiveness and outcomes of their grants, and make recommendations about future opportunities in Philadelphia's digital literacy ecosystem
- Develop and implement plans for the growth and sustainability of the Digital Literacy Alliance as an organization, including additional funding streams and other activity areas
- Serve as City – wide resource for information regarding digital literacy, including researching, compiling and implementing best practices in the field.
- Work closely with City departments currently engaged in digital literacy work, including but not limited to OIT, Commerce, Education, Parks & Rec, and Adult Education.

Competencies, Knowledge, Skills and Abilities

- Demonstrated knowledge of and relationships in Philadelphia's digital literacy landscape.
- Ability to work closely and build consensus with diverse stakeholders, both internal and external to government.
- Comfort with public speaking and presenting.
- Experience with program evaluation and collecting and analyzing qualitative and quantitative data.

Qualifications (Education and Experience)

- Bachelor's Degree required.

Additional Information

Successful candidate must be a City resident within six months of hire

Child abuse and background checks are required for this position which include the following:

1. PA Criminal Background Check
2. PA Childline Clearance
3. FBI Background Check

Revised 7/20/2016



Position Description

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website:

<http://www.phila.gov/humanrelations/Pages/default.aspx>

Revised 7/20/2016