



DIGITAL INCLUSION PROJECT MANAGER

About Smart Columbus

Smart Columbus, an entity of the Columbus Partnership, is an agile, collaborative innovation lab that serves the Columbus Region by anticipating and advancing what is new and next at the intersection of technology and community good.

We seek to increase access to opportunity and an improved quality of life by promoting thought leadership on the future of cities, fostering an ecosystem of regional partners, and deploying human centered technology in mobility, sustainability, digitalization, and urban technologies

Position summary

The digital inclusion project manager leads projects that will help close the digital divide in Columbus. The role requires a self-starting leader who is resourceful, able to thrive in an environment that drives dynamic, high-profile projects, and is willing to pivot with evolving community priorities and needs.

The position is based in Columbus.

Essential duties and responsibilities

You will play a key role in managing highly visible projects in the community designed to help close the digital divide:

- Manage project tasks, timeline and budget for residential broadband pilot projects including [CBus WiFi](#), and eventual build out at scale.
- Coordinate with project team members to mitigate and remove impediments to progress.
- Facilitate recurring stand-up meetings with the project team.
- Collaborate with external stakeholders to understand priorities, dependencies, and potential opportunities for project efficiency.
- Identify project conflicts and escalate appropriately.
- Manage outreach and coordination of partner efforts to increase resident adoption of low-cost internet offerings.
- Actively participate in and support relevant workgroups in the Franklin County Digital Equity Coalition.
- Supervises the digital inclusion coordinator and external consultants focused on resident engagement.

Reports to

Director of Operations

Skills and qualifications

- 4-6 years of experience as a project manager leading business and technology projects. ● Exercises initiative and independent judgment, works with little or no supervision, and pays close attention to detail.
- Works well under pressure and is proactive, resourceful, and efficient.
- Experience coordinating the work of external partners and vendors.
- Ability to think strategically and execute methodically.



- Ability to quickly learn and speak about the essentials of emerging technologies.
- Suggests areas for improvement in project execution and is comfortable providing feedback to project team members.
- Expert proficiency in project management tools.
- Confident in switching from working in a spreadsheet to building a presentation.
- Passionate about solving problems and improving quality of life in the community.
- Champion of the future and what's possible – even if it's never been done before.
- Actively curious about best practices around the world and driven to apply them at work.
- Personally committed to advancing diversity, equity and inclusion.
- Maintains professionalism and discretion when handling confidential matters.
- Excellent written and verbal communication, research, and organizational skills.
- Ability to multitask, set priorities, problem solve and meet deadlines.
- Has a collaborative, can-do spirit.

We offer

- Unique opportunity in an award-winning, entrepreneurial nonprofit located on the Scioto Mile.
- A team of teams. Smart Columbus is an entity of the Columbus Partnership, providing team members an opportunity to be a part of a bigger enterprise and connected to the work of the Columbus Partnership and One Columbus.
- Energetic and collaborative team passionate about making a difference in the community.
- Superior health and benefits package, including retirement.
- Generous vacation policy and paid holidays.
- Professional development opportunities.

How to Apply

Please send cover letter and resume in PDF format to David Ingmire at di@smartcolumbus.com.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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