

## Department Overview

The City of Seattle and our region is known as a progressive leader in digital inclusion, race and social justice, and technology innovation. As an employer, the City of Seattle is leading local government in environmental stewardship and social justice amongst other things, making our City what it is today and shaping our exciting future. The City's workforce plays a critical role in making this possible.

Seattle Information Technology (Seattle IT) provides technology leadership for the City and is the technology backbone of the City's complex operations and its ability to deliver a wide array of services for the residents of Seattle and empower members to fully engage in the digital ecosystem. The 600+ strong community members are involved in the full spectrum of a modern IT enterprise offering many dynamic career opportunities.

Seattle IT is focused on delivering powerful technology solutions to the city and public we serve. Our vision is simple: be a Best-in-Class digital services delivery team and set best practices for others to follow.

We envision Seattle as a city where technology's opportunities equitably empower all residents and communities - especially those who are historically underserved or underrepresented. This is an opportunity to join our team, recognized nationally as a Digital Inclusion Trailblazer.

### Position

The City is seeking candidates for an Equity Coordinator (Advisor 1) and Engagement Specialist in Seattle IT.

### Overview & Description

The City is seeking for a Digital Program (Strategic) with the Client Community Division in

This position is a key member of the Digital Equity Program which manages community technology planning and grants, low-cost internet program support, cable franchise administration, broadband planning and advocacy, wireless affairs, and legislative advocacy for digital equity and telecommunication policy issues. This includes leading the digital equity strategic actions under Seattle's [Internet for All Initiative](#), and providing guidance to all levels of local government and public agencies, in partnership with community, on the design, coordination, and funding of critical digital inclusion services for residents. The successful candidate will manage the City's Technology Matching Fund (TMF) grant program and participate in other activities related to digital equity program design, development and administration.

#### Key Accountabilities & Responsibilities

- ☞ Providing strategic advice and policy recommendations on issues regarding digital equity, including technology literacy, affordable internet programs, and delivery of community based digital equity services.
- ☞ Leading and managing digital equity grant programs, including design, outreach, applicant assistance, review, contracting and reporting.
- ☞ Collecting & utilizing data to analyze and adapt grant programs to align with community needs.
- ☞ Conducting outreach and community engagement and developing resources and partnerships that further digital equity and community capacity building.
- ☞ Representing Seattle IT in collaborative work and outreach with community, industry, interagency and interdepartmental partners.
- ☞ Supporting development of awareness and understanding about the significance of digital

equity in all City efforts and integrate efforts with the City's Race and Social Justice Initiative.

#### Minimum Qualifications:

Minimum 3 years' experience in program coordination

in government, nonprofit, advocacy, philanthropy, or related sector with experience

managing and advising on digital equity or similar program and policy issues.

- Experience leading projects and programs related to equity and social justice issues, especially those that directly involve members of under-represented communities and the organizations that provide services to them.

NOTE:

combinations

and

will be

for the

Equivalent

of education

experience

considered

required

qualifications.

Desirable

Qualifications:

- Experience in program design, development, and implementation.
- Experience in program evaluation, including using data for analysis and performance reporting.
- Experience developing and managing contracts and agreements.
- Experience cultivating and managing strong partnerships with diverse stakeholders and complex agency, community, and political systems.
- Experience in community outreach, education, and engagement.
- Experience working effectively with diverse communities, including vulnerable and historically underserved communities.
- Demonstrated ability to work independently and as part of a team to achieve program deliverables.
- Understanding of Seattle area community.
- Aptitude for technology and proficient with using digital workplace tools, data system, and online communications and collaboration tools.
- Strong organizational skills and experience managing multiple projects in a dynamic environment.
- Demonstrated oral and written communication and presentation skills.
- Strong, demonstrated commitment to community, public service, and providing exceptional

customer service.

- Bachelor's degree in a relevant field.
- Ability to work some evenings and weekends, as needed.