



City of Long Beach Employment Opportunity

DIGITAL INCLUSION PROGRAM COORDINATOR (COMMUNITY PROGRAM SPECIALIST III)

Job Number: ED21-017

SALARY: \$30.06 - \$40.86 Hourly
\$2,404.96 - \$3,269.04 Biweekly

OPENING DATE: 08/18/21

CLOSING DATE: 09/06/21 04:30 PM

DESCRIPTION:

The City of Long Beach, Economic Development Department is recruiting for one at-will, unclassified full-time Community Program Specialist III to serve as a Digital Inclusion Program Coordinator for the Digital Inclusion Initiative. Reporting to the Economic and Digital Inclusion Program Manager, this position will be responsible for providing program coordination and implementation for several digital inclusion programs as part of Long Beach Recovery Act (LBRA) funding. This position is funded with Recovery Act funds and is limited term in nature (one-time funding). This position is located at Long Beach City Hall, 411 W Ocean Blvd, Long Beach, CA 90802.

EXAMPLES OF DUTIES:

- Coordinates the design, implementation, budget management and evaluation of programs.
- Works closely with the City's LBRA Office and facilitates program scopes of work through the approval and Request for Proposal (RFP) processes.
- Assists with hiring, onboarding and training vendors and community partners.
- Assists with the day-to-day coordination, implementation and supervision of the Digital Inclusion Resources Hotline.
- Coordinates with vendors to administer free hotspots and computing devices.
- Coordinates and tracks program financial documents including invoices, personnel hours and receipts from vendors.
- Coordinates the program budgets.
- Maintains professional working relationships with vendors and community partners.
- Develops and disseminates communications content to promote programs including flyers, pamphlets and social media.
- Coordinates routine updates for the Digital Inclusion Initiative website.
- Checks and responds to inquiries received via the Digital Inclusion Initiative email.
- Assists with tracking program performance indicators weekly.
- Assists with the preparation of program-required reporting including PowerPoint presentations, memorandums, email updates and formal reports.
- Maintains proper documentation of program-related files including project plans, protocols and checklists.
- Participates in program-related meetings with City staff, vendors and community partners.
- Facilitates program-related meetings with vendors and community partners to track program indicators, deliverables and milestones.

- Collaborates with other City departments to interpret LBRA regulations and ensure compliance.
- Performs other related duties assigned.

REQUIREMENTS TO FILE:

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- Bachelor's Degree in Public Health, Social Work, Public Administration, Business Administration or a closely related field from an accredited college or university. Copy of degree or transcripts denoting degree conferment required.
- (Professional experience beyond the minimum qualifications may be substituted for education on a year-for-year basis)
- Minimum of two (2) years of recent professional experience offering specific and substantial preparation of duties of the position in the public or private sector. A Master's Degree in Social Work, Public Health, Public Policy, Business Administration, Public Administration or closely related field from an accredited college or university may be substituted for up to one (1) year of the required professional experience.
- Possess valid California driver's license.
- Ability to communicate clearly and concisely, both orally and in writing.
***Required documents, such as transcripts or degree, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

Successful Candidate will Demonstrate

- Strong program and project management skills.
- Ability to be a self-starter and dependable individual who advances goals, deliverables and milestones of projects.
- Ability to work independently and as part of a team, be flexible and manage multiple high-priority projects in a dynamic and fast-paced environment.
- Ability to work effectively with a wide variety of people and populations by consistently exercising tact, good judgment and a proactive, problem-solving focused style.
- Excellent interpersonal, written and verbal communication skills.
- Excellent organizational skills and strong attention to detail.
- Ability to de-escalate and resolve conflicts independently and effectively.
- Proficiency in the use of computers, including email, Internet, and Microsoft Office software (e.g. Word, Teams, Excel, Outlook and PowerPoint).

Desirable Qualifications

- Experience working with marginalized and underserved communities.
- An understanding of community outreach, project management, equity and inclusion related topics.
- Ability to work some evenings, and weekends as needed.
- Bilingual skills (Khmer, Spanish and/or Tagalog).

SELECTION PROCEDURE:

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This recruitment will close at 4:30 p.m. (Pacific) on **Monday, September 6, 2021**. To be considered, please apply online under "Current Openings" with your cover letter, resume, and proof of education as PDF attachments at: www.longbeach.gov/jobs. Applications that do not include proof of education at the time of application will be removed from consideration.

Applications will be reviewed for depth and breadth of experience, and for level and relatedness of education (if applicable). The most qualified candidates will be invited to participate in further selection procedures. The selected candidate will be required to go through a background check, including a review of driver history, and a physical examination prior to appointment. Applicants who do not meet the minimum requirements, including submission of all required attachments, will not be considered.

EQUAL OPPORTUNITY:

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce. The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4102.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

411 W. Ocean Blvd., 10th Fl
Long Beach, CA 90802
(562) 570-6099

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