



**Job Title:** #OaklandUndivided Project Manager

**Position Summary:** The Director of Education for the Mayor of Oakland seeks a Project Manager for the #OaklandUndivided (#OU) campaign to close the digital divide for good in Oakland. The Mayor's office seeks a strategic, organized, and analytical professional to oversee the ambitious #OU project to improve access to the technological resources necessary to access a high quality education during remote learning, gain the digital literacy skills needed to be successful in college and career, and have access to life-saving resources that necessitate a computer and internet connection. The #OU Project Manager will be an essential part of implementing the Mayor's ambitious Phase II and Phase III goals to close the digital divide, which include: building upon the progress made in Phase I to ensure that all students in need have access to a computer, internet, and culturally competent technological support; overseeing various #OU subcommittees to ensure long term sustainability through policy initiatives and community engagement; working in partnership with #OU stakeholders to align on a strategy to implement citywide broadband for all disconnected Oakland residents. It is an exciting moment in time in Oakland – with increased alignment of the Mayor, Superintendent, School Board, Governor, State Assemblymembers, charter network LEAs – that provides the environment needed to create systemic change for students and residents in Oakland.

**Reports to:** Director of Education

**Start Date:** July 1, 2021

**Main duties include:**

1. Project manage the #OaklandUndivided campaign to ensure key deadlines are met and key benchmarks for success are accomplished.
2. Convene various City, District, and Community stakeholders to make strategic decisions on the direction of #OaklandUndivided.
3. Manage various #OaklandUndivided subcommittees to ensure key deliverables necessary for the overall goals of the initiative are completed and benchmark indicators accomplished.

**#OaklandUndivided Project Management:**

**1. Leadership Council Facilitation, Project/Task Management, and Strategy Work  
(25% of time per week)**

- a. Utilize (and adjust, as necessary) existing project plan, measure deliverables, and create strategy in collaboration with Leadership Council members to determine overall vision and structure for #OaklandUndivided Phase II and beyond



- b. Project and Task Management: Drive towards goals and monitor progress against goals. This includes documenting and outlining clear next steps and deliverables and share via regular communication with the Leadership Council, following up with appropriate stakeholders to complete deliverables as necessary
- c. In partnership with Director of Education, determine most effective organizational structure (e.g. subcommittee and Leadership Council structures and governance) to adapt to changing demands and objectives as #OaklandUndivided transitions to Phases II and III
- d. Create agenda for, and facilitate, bi-weekly meetings among leadership representatives from all #OaklandUndivided founding partners and other community representatives
- e. Meet regularly with Director of Education, leadership and DOE team to ensure alignment on objectives and outcomes for Leadership Council meetings

**2. #OaklandUndivided Subcommittee Project and Task Management (50% of time per week)**

- a. Meet weekly or bi-weekly with subcommittee co-chairs to ensure alignment of deliverables and objectives are pushing towards overall goals of #OaklandUndivided
  - i. Attend bi-weekly subcommittee meetings, including: Device & Operations, Communications, Fundraising, Policy, Family & Community Engagement, Citywide Infrastructure & Broadband, Pre-K & Post-Secondary
- b. Support co-chairs with management of individual subcommittees; may also include supporting with follow-up and next step items as necessary from each of the seven subcommittees, as well as support with agenda creation and note-taking

**3. Represent #OaklandUndivided to external stakeholders as “Source of Truth” for data and statistics related to the campaign (15% of time per week)**

- a. Be the go-to DOE member for all things #OaklandUndivided, including: Funds raised, spent, and available; Devices purchased, distributed, and in-hands of students; Progress to date on all key milestones and deliverables
- b. May also include creating #OaklandUndivided related briefs for the Mayor’s or Director of Education’s external-facing meetings and presenting about the #OaklandUndivided campaign at external meetings

**4. Other #OU, DOE, or Mayor’s office Support as needed (10% of time per week),**

including: weekly DOE team meetings, weekly Mayor's Office alignment meetings, and follow up work as necessary



### **Candidate Qualifications:**

- Exceptional verbal, written communication, and public speaking skills.
- Exceptional organization, attention to detail, project management, and time management skills.
- Excellent analytical skills including: data modeling, visualization, and interpretation.
- Ability to prioritize workload and shift priorities quickly among changing tasks and priorities to accomplish goals.
- Experience building relationships across lines of difference.
- Ability to convene diverse stakeholders, prepare agendas for, and lead high-level strategy meetings.
- Ability to listen to and build consensus among diverse groups including local leaders and community based organizations.
- Ability to reason logically and creatively to resolve complex problems, including: collecting, synthesizing, and analyzing a wide variety of information.
- Ability to recognize and respond diplomatically to complex and sensitive problems.
- Deeply committed to educational equity.
- Knowledge of the political environment of Oakland, CA.
- Outcomes oriented.
- \*Strong preference for candidates who reflect the diversity of Oakland and the communities we aim to serve

**Comprehensive Benefits package**, including health, dental, vision, life insurance, paid holidays, vacation and sick time accrual. This person will be a full-time Oakland Education Public Education Fund employee. Other potential benefits include parking, mentorship, and access to technology (i.e. laptop computer), as well as Mayor Schaaf's leadership at the Mayoral, state and federal level.

**Interested? Submit Resume (including references) to [Dsilver@oaklandca.gov](mailto:Dsilver@oaklandca.gov) and [kmungia@oaklandca.gov](mailto:kmungia@oaklandca.gov) ASAP --- Applications will be reviewed on a rolling basis.** Estimated compensation is \$70,000-\$110,000 and will be commensurate with experience with opportunities for professional development and upwards mobility.