



Finger Lakes Digital Inclusion Coalition Coordinator

| |
|---|
| Job Title: Finger Lakes Digital Inclusion Coalition Coordinator |
| Reports to: Outreach & Training Coordinator |
| FLSA: Non-Exempt |
| Hours: 16 hours/week. (October 2019-August 2021) |

The Finger Lakes Digital Inclusion Coalition is made up of community leaders gathering together to create a unified voice in support of digital inclusion efforts in the region.

General Description of Duties and Responsibilities:

This position serves as the primary role for capacity building, direction and leadership of the Coalition. The Coordinator will have both the vision and skills to develop the core structure of the Coalition to ensure its stability and sustainability. The individual will be responsible for steering the direction and strategic plan of the organization. They will also lead advocacy efforts and conversations with local partners and policymakers around digital inclusion.

The position is part-time and reports to the Pioneer Library System's Outreach and Training Coordinator. The responsibilities of the position will also work closely with staff members from across the organization as well as community organizations.

The job requires a flexible schedule, creativity, attention to detail, ability to communicate, engagement and collaboration with a wide variety of audiences and partners.

Essential Duties

- Work with Steering Committee members to develop the Coalition's organizational structure including bylaws and membership
- Organize strategic planning processes for the organization
- Organize and facilitate coalition and capacity building
- Build connections with community partners and stakeholders to increase Coalition membership
- Develop a Small/Rural Digital Inclusion Coalition Toolkit
- Conduct & prepare an ecosystem scan report.
- Organize and facilitate Coalition meetings
- Work with Steering Committee to organize & host Digital Inclusion Summit in 2021
- Collaborate with local and national organizations and elected officials to build long-term working relationships
- Stay abreast of current knowledge, trends and best practices surrounding digital inclusion.
- Serve as an effective spokesperson for the Coalition

Personal Attributes and Strengths of the Successful Candidate:

- Keen ability to work independently, show initiative and take ownership.
- Have community development expertise
- Excellent judgment, poise and professionalism; able to represent the Coalition to its partners.
- Able to re-prioritize tasks and support the organization based on frequently changing needs and move forward even when faced with ambiguity.
- Appreciate and enjoy bringing a high level of detail to tasks.

Education and Experience

A Bachelor's Degree is required.

The ideal candidate will have strong qualifications in:

- Written and verbal communications skills
- Administrative duties and project management
- The ability to work independently and with teams
- The ability to communicate with diverse audiences

Computer Skills:

In order to perform this job successfully, an individual must have practical experience using productivity tools like Office and Google Drive.

Compensation and Benefits

This position will run from October 2019-August 2021. The position will be 16 hours per week and will be paid \$25/hour.

How to Apply

Email a cover letter, and resume, as a PDF to careers@pls-net.org by Friday, August 30.