

Job Opening

Job Posting: May 2022

Application Deadline: 30 days or
until position is filled

JOB TITLE: : Director of Digital Equity

LOCATION: NYC

DEPT: ConnectALL (formerly Broadband)

BASIC FUNCTION:

This position will plan and manage statewide digital equity and inclusion initiatives for the ConnectALL Office (CAO). Serving as a key thought-leader in the field, this position will engage with external stakeholders to develop a New York State Digital Equity Plan and establish an ongoing grant program to support digital equity and inclusion initiatives that drive universal internet access and adoption in New York State.

WORK PERFORMED:

- Lead the creation of the New York State Digital Equity Plan.
- Develop and convene a network of digital equity stakeholders to identify barriers and needs, share promising practices, and coordinate efforts.
- Collaborate with diverse stakeholders and sectors in New York, including municipalities, not-for-profit organizations, private industry, State agencies, and the general public, to create a cohesive digital equity strategy that will guide future universal access programs and initiatives at CAO.
- Inventory, assess, and help promote local digital equity and broadband adoption programs that show promising results in New York.
- Develop public presentations, outreach materials, and other public deliverables to expand awareness of and increase participation in digital equity initiatives and programming.
- Stage trainings or public forums and webinars that will help inform the public and stakeholders as well as assist local digital equity programs to improve their scalability and reach.
- Assist in the creation of a digital equity grant program to deliver programming that leads to greater internet access and adoption in New York.
- Represent CAO to state and national entities, including participation in conferences and panel opportunities.
- Draft internal documentation relating to the CAO contracts and the procurement of contract services.
- Ensure the voices of diverse stakeholders are included in all aspects of CAO's digital equity work.
- Other assignments as required by CAO.

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Education Level required: Graduate degree preferred, although a bachelor's degree in combination with significant, relevant experience may be accepted.

Experience required: Minimum 5 years direct experience in one or more of the following fields: economic development, government, planning, public administration, digital services, procurement of public services, grant administration, or related business or not-for-profit area. Knowledge required: Knowledge of issues relating to broadband and telecommunications access and adoption with emphasis on the unique challenges faced by New York's diverse communities. Excellent written and verbal communication skills. Strong organizational, problem-solving, and analytical skills. Prior experience regularly engaging the public and convening stakeholders. Demonstrated ability to efficiently manage multiple projects/tasks simultaneously, take initiative, and work independently. Familiarity with business, non-profit, and governmental agencies and general knowledge of New York State's geography, localities, and economies. Strong attention to detail and independent follow through is highly important. Microsoft Office, particularly Excel and Word. Knowledge preferred: Knowledge of tools to generate public outreach materials. Prior experience working with local government entities across New York State. Understanding of database management or other organizational systems. Ability to analyze and present large data sets. Experience with GIS.

APPROXIMATE HIRING SALARY: Commensurate with experience (w/ comprehensive benefits package.)

INQUIRE

Leah Schanke – HR Recruiter, Human Resources Dept

External Candidates: *Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body*

Internal Candidates: *Complete [Posting Application](#) and attach a copy of resume*

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY