

POSITION ANNOUNCEMENT

Digital Equity Coordinator (Planning Specialist 1-2)

Limited duration, 1 year fellowship

DEPARTMENT AND LOCATION

Workforce Solutions & Information Services, Metro Square (Downtown St. Paul, MN)

SALARY RANGE

\$31.10 - \$49.89 Hourly (\$64,688 - \$103,771 Annually)

BASIC FUNCTIONS

The Digital Equity Planning Specialist Fellow responsibilities include: coordinating digital equity program activities, assisting in the development of digital equity policy, strengthening local digital equity ecosystems, performing digital equity focused research and data use, and piloting scalable digital equity models. Provide program coordination in addressing functional broadband affordability and ensuring residents have access to internet-enabled devices, digital literacy training, and quality technical support. Coordinate and collaborate with internal, state, city and community leaders and champions to increase digital equity throughout the county.

Summary of Duties:

The list below is not all inclusive, it is a general description of the work that will be performed by this position:

1. Providing recommendations on issues regarding digital equity, including technology literacy, affordable internet programs, and delivery of community-based digital equity services.
2. Researching and identifying digital equity grant programs and assisting in the design, outreach, applicant assistance, review, contracting and reporting.
3. Collecting & utilizing data to analyze and adapt programs to align with community needs.
4. Conducting outreach and community engagement that further shared community power.
5. Representing Ramsey County in collaborative work and outreach with community, industry, interagency and interdepartmental partners.
6. Supporting development of awareness and understanding about the significance of digital equity in county efforts and integrate efforts with the county's Racial Equity programs and functions.

An ideal candidate will possess the following expertise and qualities:

- Knowledge of program coordination in government, nonprofit, advocacy, technology, philanthropy, or related sector.
- Knowledge of equity and social justice issues, especially those that directly involve members of under-represented communities and the organizations that provide services to them.
- Knowledge of community outreach, education, and engagement.
- Ability to clearly communicate complex messages to a variety of audiences.
- Ability to define problems, to gather and interpret data, establish facts, evaluate alternatives, and draw valid conclusions.
- Ability to work with individuals and groups in all areas and at all levels of the organization.
- Demonstrate an aptitude for technology and proficiency with using digital workplace tools, data system, and online communications and collaboration tools.
- Flexible work schedule to align with community organizations and activities.

APPLICATION PROCESS

To view the complete job description and apply online visit <https://www.ramseycounty.us/jobs>. **This position will remain open for application until filled. Applicants should respond promptly as an initial screening of application materials will occur on March 20, 2023.**

**The minimum requirements for the fellowship are as follows.*

An equal opportunity employer



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MINIMUM QUALIFICATIONS

Planning Specialist 1

Education: Bachelor's Degree in Business Administration, Public Administration, Social or Behavioral Sciences, Technology, or related field.

Experience: Four years of experience in planning, service delivery, or experience related to community planning or equity work.

Substitution: Any combination of education and experience that equates to eight years can be substituted for bachelor's degree and required experience.

Planning Specialist 2

Education: Bachelor's Degree in Business Administration, Public Administration, Social or Behavioral Sciences, Technology, or related field.

Experience: Six years of experience in planning, service delivery, or experience related to community planning or equity work.

Substitution: Any combination of education and experience that equates to ten years can be substituted for bachelor's degree and required experience.