



Sister Carmen Community Center
Job Description
Digital Divide Program Coordinator

Job Reports To: Chief Executive Officer

Starting Salary:

Physical Requirements:

Date completed: Work Location: Aspen Ridge and various locations around the county

Title: Digital Divide Program Coordinator Department: Administration

Exempt Status: X Y ___ N Position Status: X FT ___ PT ___ IC*

Job Description Summary: The Digital Divide Coordinator position is the grant and project administrator for the Partners Bridging the Digital Divide collaborative. Approximately 14% of residents of Boulder County do not have broadband access and even more do not feel self-sufficient or comfortable using digital tools. Online access can build social capital and resilience for the connect individual in a number of ways: by providing access to information about local events and resources, facilitating communication amongst family members living thousands of miles apart, or opening avenues for civic participation. As more resources and systems are put exclusively online, failure to take action to bridge the digital divide will leave those residents without online access at home further isolated and disenfranchised.

The Digital Divide Program Coordinator is responsible for coordinating the efforts of the partnership. Partners currently include the Boulder Valley School District, Intercambio, Emergency Family Assistance Association, the University of Colorado, I Have a Dream Foundation, Sister Carmen Community Center, and Boulder Housing Partners. The partnership is expected to expand as resources and interest grow. The coordinator will be responsible for project administration, some course instruction, and ensuring cohesion in all aspects of the initiative. They will be the primary point of contact with partner agency representatives, site hosts, volunteers, and students.

Essential Functions:

(An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the functions which the employee may be expected to perform.)

- Act as the Grant and Project Administrator for Partners Bridging the Digital Divide

- Establish and maintain relationships with partners, business community, policy makers, and families
- Oversee budget and coordinate with SCCC bookkeeper on accounts payable related to the project
- Plan and coordinate meetings for the project. Coordinate the implementation plan among partners, building on the pilot project.
- Work with partners on evaluation design and data collection.
- Create, maintain and update all necessary records and reports required for this project
- Attend all meetings and trainings as required
- Work collaboratively with partner agency staff including BVSD, Intercambio, IHAD, EFAA, CU, BHJP, SCCC, and others.
- Flexible schedule necessary for daytime, evening, and/or weekend classes as participant needs determine
- Build capacity for volunteer engagement and participation in the project
- Monitor and adapts work plans based on input from the partners
- Report on progress of initiative
- Teach curriculum to students
- Assist students in determining what source of internet access is best for them and helps to remove barriers to access
- Adhere to and uphold safety workplace practices; demonstrates responsible use of SCCC Information Technology equipment and adheres to SCCC IT protocols.
- Identify possible sources of funding and support in making funding requests.

Minimum Job Requirements/Competencies:

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. May perform other duties as assigned. Regular and timely attendance is an essential function. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Social Services, Education, or similar field
- Minimum of two years' experience in social services coordinating community-based programs or initiatives
- Additional years of experience will be considered in lieu of degree
- Excellent interpersonal communication skills, ability to bring diverse groups and individuals together cohesively to meet tasks and goals
- Excellent presentation and facilitation skills
- Project management experience from conception to delivery
- Ability to work independently and be self-motivated
- Excellent organization and time management skills

- Knowledge of budgeting and accounts payable
- Strong computer skills including Microsoft Office Suite, database; ability to analyze data and generate reports
- Access to reliable transportation, as this job entails travel throughout the county

Desired Qualifications

- Knowledge of Boulder County Resources
- Bilingual English/Spanish

PHYSICAL DEMANDS: Frequent Sitting, occasional walking throughout the building.

- WORK ENVIRONMENT: Office environment. Moderate Noise.
- Flexible schedule necessary for daytime, evening and/or weekend classes as participant needs determine

**To apply, please submit cover letter and resume to Trish Devlin, HR Manager:
trish@sistercarmen.org.**