

Request for Contractual Services

Digital Equity Project Manager - Project/Job Description

Job Title: Digital Equity Project Manager

Reports to: Southern Tier Digital Equity Coalition (STDEC) Board of Directors

Status: Part-time, Temporary, Contractual with a Memorandum of Understanding

Hours: 250 total hours maximum; the time is flexible; it is approximately 5 hours per week for 50 weeks

Pay: Contracted for \$18,750, to include all expenses such as travel and equipment.

Travel: This position does not require travel. Mileage is not covered.

Position Summary

The Southern Tier Digital Equity Coalition (STDEC) seeks to hire one part-time, temporary digital equity program manager to help establish STDEC's position as a regional networking hub.

This work includes data gathering, data visualizations, reports, storytelling materials, and other resources produced by and for STDEC. These data visualizations must be easily understood by community members, legislators, etc., and would help STDEC participants to have conversations around digital equity. The program manager would also be required to develop STDEC's website, which would contain all of the materials listed above, and created as part of the contractual Memorandum of Understanding. This position oversees four other part-time consultants.

This position will entail working with and considering the needs of people of diverse backgrounds, including aging individuals, formerly incarcerated adults, individuals with disabilities, individuals with language barriers, low-income households, racial and ethnic minorities, rural inhabitants, and veterans.

Responsibilities

- Data gathering
- Data visualization
- Report writing based on findings and recommendations of the four regional consultants
- Website development and enhancements
- Locate statewide and national resources for use at the hyper-local level with our region
- Compile materials across the 8 covered counties

- Synthesize a detailed regional plan in preparation for digital equity grant opportunities
- Meet routinely with the regional consultants to discuss findings, approaches, and consistency
- Attend STDEC monthly meetings

Deliverables

- Website content on stdec.org
- Storytelling materials for digital equity advocates to use
- A detailed regional plan, compiled from the four other consultants
- Periodic reports to STDEC Board

Education & Experience

Required

Bachelor's degree or higher

Evidence of project management skills

Experience managing other peoples' work

Experience with developing marketing or visual materials

Demonstrates empathy for diverse population groups

Familiarity with the 8 counties comprising the Southern Tier Digital Equity region: Broome, Chemung, Chenango, Delaware, Schuyler, Steuben, Tompkins, and Tioga.

Preferred

Experience with advocacy

Experience with website development

Benefits

This position is contractual, part-time, and temporary. It does not qualify for employee benefits.

STDEC is committed to a diverse and inclusive work environment to ensure a wide range of experiences, perspectives, and skills to advance the mission of the organization.

Application Process

Applications are due August 29, 2025. Please submit (via e-mail) a meaningful cover letter, resume, and at least three professional references to: Mary-Carol Lindbloom at mclindbloom@scrlc.org.