POSITION TITLE: Program Officer – Digital Inclusion
REPORTS TO: Program Director
JOB CLASSIFICATION: Full-time/ Exempt
LOCATION: USA

THE ORGANIZATION
What We Do
With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue
- Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
- Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Develop leadership and the capacity of partners to advance our work together
- Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately $20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

Background
The national rural program of Local Initiatives Support Corporation (Rural LISC) seeks a candidate for a Program Officer position focused on leading a national rural digital inclusion strategy. The Program Officer will work under the guidance of the Economic Development Program Director to execute the team’s broadband connectivity and digital inclusion priorities.

The ideal candidate has a knowledge of existing broadband connectivity solutions and digital inclusion trends. They should have an understanding of funding programs and relevant federal policy. Candidates should also have experience working in rural communities and with diverse populations. A belief in the future and promise of rural communities is paramount. This full-time position has some flexibility in terms of location.
Responsibilities

Rural Digital Inclusion Strategy

• Lead the implementation a multi-pronged national digital inclusion model spanning a multi-state region. The model is centered on the following strategies: assistance (Digital Navigators), broadband connection, and devices/equipment. This includes oversight of:
  • 20 Digital Navigator pilot sites: In order to successfully increase the adoption of technology, direct service providers will be cross-trained to help clients become familiar with and take advantage of internet access
  • Four to five rural short to medium term broadband connectivity projects: The strategy and method of connection will be customized for each community’s needs; all will leverage existing infrastructure to benefit the greatest number of residents possible, such as within affordable housing developments or along commercial corridors.
  • The tracking and distribution of more than 40 technology grants
  • Complete all funder reporting requirements for this pilot
  • Coordinate all aspects of this work with two national consultants and with various partners and stakeholders.
  • Develop and implement tracking methodology for key metrics.
  • Support identifying funders and drafting proposals for ongoing funding of this work.
  • Document lessons learned for use in replication of the model in other rural regions.
  • Become internal subject matter expert on broadband policy at federal level and in key states.
  • Serve as the external point of contact for digital inclusion inquiries
  • Assist with the facilitation and convening of meetings, trainings, peer gatherings, and regular e-resources and provide access to resources.
  • Help craft materials and language for website, collateral, social media, slide decks, and funding proposals.
  • Collaborate on the creation of the digital inclusion agenda in harmony with LISC’s national economic development, housing, and health priorities.
  • Participate in writing and reviewing funding proposals, concept papers, and progress reports for partner grants.
  • Assume responsibility for special projects and other assignments, as needed.

Qualifications

• Bachelor’s degree from an accredited college or university required.
• Minimum two (2) years relevant work related experience in broadband connectivity and digital inclusion. Field based experience is preferred.
• General understanding of the community development field, and knowledge related to community development financing preferred.
• Working knowledge of the economic, political, and social environments in rural communities, especially lower-income neighborhoods, organizations, and community development efforts strongly preferred.
• Solution-oriented individual who is self-directed, and able to successfully balance multiple priorities and programs.
• Commitment to accuracy, attention to detail, timely reporting and deadlines.
• Excellent verbal and written communication, writing, research, analysis and relationship/team building skills.
• Proficiency in Microsoft Office suite required. Advanced Microsoft Excel skills preferred.
• Experience with Salesforce, Power B&I, and other database systems preferred.
• Comfortable working in a remote work environment
• Minimum 20% travel throughout the USA is required.

Compensation
LISC offers a competitive salary and excellent fringe benefits.

TO APPLY
Please send a cover letter and resume via email with "Program Officer – Digital Inclusion" in the subject line to jmalinowski@lisc.org

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COMMITTED TO DIVERSITY AND INCLUSION