



# EQUITY IN EDUCATION

C O A L I T I O N

## **Job Posting**

Job Title: ConnectWA Digital Equity Manager  
Reports to: Executive Director  
Location: Office is located in Seattle – WA State Remote work due to COVID  
Salary Range: \$75K-80K, salaried position

## **About Equity in Education Coalition**

The Equity in Education Coalition is a civil rights advocacy organization focused on closing opportunity gaps and improving educational opportunities and outcomes for children of color.

**Full Job Description:** In response to acute and urgent needs exacerbated by COVID-19 and the WA State Stay Home Stay Healthy Quarantine response to the pandemic, the ConnectWA Coalition (CWC) was formed in March 2020 to help provide digital access for those without throughout the State of WA. Now with more than 160 organizations participating, CWC members are dedicated to advancing digital equity and closing the digital divide in WA by working collaboratively to increase access to devices, internet, and digital skills through a digital equity and social justice analysis.

**Our Purpose:** CWC connects committed organizations and individuals to coordinated collective impact efforts that seek to advance digital equity and close the digital divide.

**The Vision:** We envision WA as a state where technology's opportunities equitably empower all residents and communities – and through this work we seek to address historic inequities to advance social justice.

**Position Description** This is an exciting opportunity to lead the ConnectWA Coalition (CWC) and to develop an innovative state-wide campaign to advance digital equity and close the digital divide in WA State. The CWC Manager will play a critical role helping to develop a state-wide digital equity strategy; coordinating, engaging and expanding the Coalition's membership and other digital inclusion projects; overseeing fundraising efforts to support increased digital access and digital skills training; collaborating with the state, county, city, and other key stakeholders; and coordinating advocacy, grassroots, media and other outreach efforts; be the primary point of contact between the Coalition and TechConnect WA -- our tech support call in center; be in partnership with our Technology and Infrastructure Manager, be in liaison with and support Digital Navigator programs throughout the State, and build programs and partnerships in areas of the state that do NOT have Digital Navigator programs.

## Primary Responsibilities

- Maintain and develop partnerships with diverse, mission-aligned organizations around digital access and digital literacy.
- Develop a comprehensive fundraising strategy to help increase the capacity and impact of digital inclusion efforts;
  - Identify and work collaboratively with the EEC Development Manager to apply for grants and other funding opportunities to supplement CWC's budget to increase capacity for achieving its goals.
- Coordinate, support and engage the CWC Steering Committee, subcommittees, and Teams.
- Foster strong internal communication and accountability among coalition members;
- Provide leadership for digital equity planning, strategy formation, coalition work, grassroots support, and policy advocacy;
  - Set long-term strategy and project priorities; structure and track the work plans and day-to-day operations of the team.
- Develop a master database to track data and outcomes of digital inclusion projects and activities.
- Develop and maintain relationships with stakeholders (government, business, public, institutional) to identify how policies can be improved to support digital inclusion work.
- Monitor relevant city, state and federal legislation and policies, and identify opportunities for advocacy by the State on behalf of our digital equity goals and objectives.
- Work collaboratively with partners to produce accessible communications and civic engagement materials. Support coordinated messaging and management of CWC's website, listserv, and Slack channel as well as our social presence by publishing blog posts and assisting with other communication tasks as requested.
- Work in partnership with Digital Equity and Inclusion Officers to build relationships with leaders across the state to co-develop and implement a Digital Equity Action Plan for WA;

## Desired Qualifications

**NOTE: Equivalent combinations of education and experience will be considered for the required qualifications.**

- Experience as field director, community outreach manager, or campaign manager in advocacy, or nonprofit with experience managing coalition efforts and advising on policy issues.
- Active knowledge and experience of WA State
- Experience managing or leading projects and programs related to equity and social justice issues.
- Experience developing and managing partnerships, including agreements, memos of understanding, contracts, and other agreements between private and public entities.
- Excellent organizational skills and proven ability to work collaboratively.
- Excellent communication (written and oral) skills.
- Self-motivated, creative thinker with the ability to work both independently and as part of a team.
- Ability to meet deadlines and problem-solve.

- Preference for field experience with inclusion programs or activities

### **Work environment:**

The EEC is a fast-paced work environment where we manage several programs, events, and priorities at the same time. Flexible hours are offered (within normal Monday to Friday business hours). We are a small team committed to the work of racial equity in the educational system. The office is located inside a beautiful building.

We are in the International District, and it's awesome here, with diverse restaurants, bars, and shops. The team is ridiculously dedicated to the mission and fun to work with. It helps that we have the best snacks – no joke, **you \*must\* love to eat a variety of foods** and experience different ethnicities, cultures, and perspectives. Please be aware that there **are small, friendly dogs in our office** regularly and this is part of the office environment that candidates should consider before applying.

### **HOW TO APPLY**

Applicants should email a resume and cover letter to [info@eec-wa.org](mailto:info@eec-wa.org) with "ConnectWA Digital Equity Manager" in the subject line that includes:

- Your unique qualifications for this position
- Your lived experience with racism and/or inequity in the public-school system

**Application deadline:** Applications will be accepted and reviewed immediately.

We value diversity and strive to live an anti-racist existence. People who can speak to their lived experience around racial inequity, oppression, and institutional and/or systemic racism are **strongly encouraged** to apply.