



# EQUITY IN EDUCATION

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C O A L I T I O N

## **Job Posting**

Job Title: **ConnectWA Digital Navigator Coordinator**

Reports to: PICCWA Directors and Executive Director

Location: Office is located in Seattle – Remote work due to COVID

Salary Range: \$55,000

**Grant Funded.**

## **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.

## **About Connect WA**

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**

The Digital Equity Navigation Coordinator reports to the Connect WA Director. The Digital Navigator Coordinator will play a critical role in assisting to develop a state-wide digital equity strategy; coordinating, engaging, and building partnerships with BIPOC communities to expand CWC's memberships; assist in coordinating digital inclusion projects; overseeing the logistics of a summit planning and convening, be the primary point of contact between the PICCWA and -- 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 WA state.

### **Primary Responsibilities**

- Coordinate with Connect WA Director, and Director of IT and Infrastructure regarding Digital Navigation.
- Coordinate, support, engage, and relationship maintenance of all Community-Based Organizations that partner with EEC.
- Maintain and develop partnerships with diverse, mission-aligned organizations around digital access and digital literacy.
- Logistics for Summits and Convening in spring and summer.
- Digital equity planning, strategy formation, coalition work, grassroots support, and policy advocacy;
  - Help develop 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.

### **Desired Qualifications**

- Experience with community capacity building.
- 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.
- Experience managing or leading projects and programs related to equity and social justice issues.
- Self-motivated, creative thinker with the ability to work both independently and as part of a team.
- Ability to meet deadlines and problem-solve.

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

### **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 North Beacon Hill neighborhood, 5 minutes away from the Chinatown/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 “Digital Equity Navigation Coordinator” 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.