



Amador-Tuolumne Community Action Agency

ATCAA Central Sierra Connect Project Manager & Executive Assistant Job Description

Definition: As a part of the ATCAA team, the Central Sierra Connect (CSC) Project Manager & Executive Assistant plays an essential role in ATCAA as a whole. Under general supervision of the Executive Director, the CSC Project Manager & Executive Assistant will lead the CSC in implementing its strategic goals, including efforts to close the broadband digital divide through strategies such as increased access and affordability to high speed internet, training and adoption of the internet, and resourcing local internet service providers to assist with efforts to increase high speed internet. The CSC Project Manager & Executive Assistant will guide communications, information, website, and public relations of the Central Sierra Connect Broadband Consortium working with a diverse network of local stakeholders and decision makers. The CSC Project Manager & Executive Assistant will be the point person for Community Services Block Grant (CSBG) reporting in addition to results oriented management, and accountability standards and practices. The CSC Project Manager & Executive Assistant will also assist the Executive Director on agency-wide issues and planning, and provide general support to the Executive Director

Supervisor: Executive Director

Supervises: Interns, Volunteers, temporary help on an as needed basis

Job Duties and Responsibilities Related to This Position:

- Educate community leaders in the public and private sector regarding the need for accelerated local deployment of broadband for economic development, remote health services, education, and community information enhancement;
- Outreach to various diverse populations such as the Spanish speaking and Native American community, the low income and disadvantaged population and other underserved and unserved populations;
- Facilitate and assist the Coach and Learn Collaborative to grow and sustain the computer/internet training program;
- Collaborate with local Internet Service Providers (ISP's) to link them to available resources, information and data to assist with increased deployment;
- Promote CSC information and activities through CSC website, Facebook, other social media platforms, news media outlets and local community event opportunities;
- Enhance involvement and participation by community members in the CSC Consortia Steering Committee for collaborative planning and implementation strategies;
- Assist and resource public entities with broadband policy development and general plan opportunities to discuss broadband importance;
- Seek additional funding and leveraging opportunities for CSC sustainability. Research funding sources focused on deployment, internet training, and new CSC projects such as 211 or information resource websites;
- Provide a feasibility study regarding bringing 211 services to the Motherlode region. Develop assessments/surveys as needed, relating to broadband maps, deployment areas, access, and broadband affordability;
- Collaborate with other Broadband Consortia and State wide entities focused on bridging the digital divide;
- Hold community information meetings/summits on broadband, initiate public speaking engagements including providing information at public meetings at the county and city level;
- Oversee CSC budget, working with Fiscal Officer and provide information, plans and reports to the Public Utility Commission as required;



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- Act as the point person for Community Services Block Grant (CSBG) reporting in addition to results oriented management, and accountability standards and practices;
- Assist the Executive Director on agency-wide issues and planning, and provide general support to the Executive Director.

General Duties and Responsibilities:

As a part of the ATCAA team, all employees play an essential role in ATCAA as a whole, and are expected to:

- Demonstrate and encourage a professional and positive attitude in all job related activities;
- Maintain confidentiality in accordance with standards as outlined in the “Statement of Confidentiality and Ethics”;
- Accomplish all work activities in a safe and timely manner within assigned guidelines and consistent with ATCAA’s Personnel Policies and Operating Procedures;
- Report and/or correct deficiencies that constitute immediate threats to health and safety;
- Complete other tasks as assigned by the supervisor which are consistent with the definition and intent of the job description;
- Carry out supervisory responsibilities in accordance with ATCAA’s Personnel Policies. Responsibilities include training employees; planning, assigning, and reviewing work; problem solving; appraising performance, both formally and informally.

Minimum Qualifications:

- Five years of experience in communications, resource development and strategic planning or related field listed above;
- Demonstrated organizational skills;
- Strong writing skills;
- Ability to speak in public setting;
- Experience in marketing or outreach;
- Electronic media and social networking strategies knowledge and experience;
- Experience in database or excel spreadsheet use for data extrapolation;
- Ability to lift 30 pounds.

Desired Qualifications:

- Grant writing experience;
- Experience in marketing and electronic media and social networking strategies;
- Experience with community outreach and fund raising;
- College degree (BA, BS, AA, AS) in social sciences, human services, communications, marketing or related degree from an accredited college; or five years of experience in communications, resource development and strategic planning or related field listed above.

A-TCAA Salary Range: 148

Executive Director Approval

Date