

# Broadband Solutions Manager

**INCUMBENT:** Vacant  
**REPORTS TO:** Director, Local & Regional Planning  
**LOCATION:** Oklahoma (Remote)  
**STATUS:** Full-time, Exempt  
**DATE:** February 2023

## TO APPLY

Please email a resume, three references, and a cover letter describing your interest and qualifications to [HR@connectednation.org](mailto:HR@connectednation.org). Connected Nation is an equal opportunity employer.

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## DESCRIPTION

The Broadband Solutions Manager is responsible for initiating and facilitating community leadership meetings and activities designed to empower, educate, and provide broadband/technology technical assistance to communities. The Broadband Solutions Manager will utilize their skills in the areas of team creation, capacity building, facilitation, data gathering, comprehensive planning, and implementation to assist communities in the interpretation of broadband data and the creation of community broadband/technology plans.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adhere to the established Connected Community Engagement Program (Connected) Standard Operating Procedures (SOPs).
- Coordinate and manage the activities of community planning teams, provider outreach, and engagement utilizing and implementing the SOPs for the Connected Program.
- Identify and train local champions to bring together representatives from local government, education, business & industry, agriculture, healthcare, and other sectors to serve as dedicated participants in the local data collection and planning process.
- Utilize provided CN community planning materials, where appropriate and available.
- Organize, convene, and facilitate community planning teams in conducting regular meetings to identify local assets and resources and establish benchmarks, goals, a strategic plan, and data gathering activities.
- With assistance from CN's communications staff and the volunteers of the local planning teams, increase regional and local awareness of the planning teams, the planning process, and the benefits of increased broadband adoption through the media and local organizations.
- Coordinate and collaborate with CN team members to leverage organization's broadband experience and expertise to advance community plans and CN's mission.
- Administer data, as required of specific projects, in a discrete and auditable fashion.
- Support meetings, press conferences, and other events or special projects.
- Develop relationships and connections between local teams and statewide, regional, or national resources, to help teams reach their identified goals.
- Adhere to CN project management methodology in the attainment of programmatic objectives and specific community project plans.
- Support the Connected program sustainability through meetings and outreach to key regional and state stakeholders.
- Support Connected outreach and community engagement in multiple states as needed.
- Support planning and execution of public engagement activities, including Listening Tours.
- Maintain a professional/polished presence in a highly professional setting for all dealings.

- Conduct outreach and marketing activities to raise program awareness and promote program expansion to communities and regional or state organizations.
- Continue to participate in training activities for the proper use and deployment of the Connected Program.
- Enlist new community stakeholders for participation in local community planning teams with proportionate representation. Goal of enlistment should be active participation in community planning, assessment, and/or data gathering.
- Support the completion of community action plans.
- Maintain and update database of contacts, meeting notes, and project updates within two business days of interactions.

## **EDUCATION/EXPERIENCE**

- Candidate has a bachelor's degree in Planning, Community or Economic Development, Information Technology, Telecommunications Management, Government/Public Administration, or similar discipline, or commensurate experience required.
- Candidate has five years of experience in a professional setting, skilled in managing projects, and has extensive demonstrated experience and success working with disparate groups of local, regional, and state stakeholders.
- Candidate understands the work proposed in this scope will require strong analytical and problem-solving skills with the ability to clearly present and communicate technical and management concepts.

## **QUALIFICATIONS**

- Excellent verbal, written, and interpersonal communication skills.
- Computer and technical literacy skills.
- Articulate communicator and strong public speaking skills for giving presentations.
- Proficiency with Microsoft Office Suite applications including Word, PowerPoint, and Excel.
- Ability to work independently and under pressure in a fast-paced environment.
- Attention to detail with the ability to manage and prioritize multiple tasks.
- Strong work ethic and unquestioned personal and professional integrity.
- Ability to periodically work extended hours to meet external deadlines as needed.
- Approximately 75% travel time, often in rural communities.
- Valid state driver's license required.
- Bilingual Spanish/English preferred.

## **ESSENTIAL PHYSICAL REQUIREMENTS**

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and equipment in the office and community settings.
- Must have sufficient mobility to move around the office and the community.

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*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*