



Project Director for Community Broadband Project

About the Position:

The WCA is currently seeking to fill the role of Project Director for a federally funded project with the goal of creating a proof-of-concept effort to deploy novel broadband technology solutions to underserved communities. WCA, in partnership with other stakeholders, has been selected for its unique approach to digital connectivity in Yonkers, NY. The “Y-Zone,” a digital opportunity zone (DOZ) that will provide free or affordable internet access to at least 250 need-based households - up to 1,000 people - in downtown Yonkers, New York uses CBRS spectrum. The project is grounded in a deep commitment to engaging community based nonprofits to support enrollment in the Y-Zone as a free internet solution to bridge the digital divide. Significant community based work is a critical component of the success of the project.

The Project Director will develop and monitor the project plan ensuring the Y-Zone Project’s objectives, goals and outcomes are achieved under the direction of the WCA and its partners. There are three core phases of the pilot project - Design, Deploy and Operate. The focus in the Design phase will be installation of CBRS network infrastructure and planning for community engagement and measurement. The focus in the Deploy phase will be on marketing, user enrollment, and distribution of CPE and *Digital Equity Now* device packages and tech education programs. There will also be significant engagement with a university partner and local teenagers who will be instrumental in the grassroots elements of the work. The focus in the Operate phase will be on-going education, data collection, measurement and reporting of findings.

Key responsibilities

The Project Director will need to interact and communicate with project partners, Yonkers based nonprofits, community based organizations and houses of faith, support staff and various stakeholders groups, make decisions and monitor the progress of the project to keep it on schedule.

Important duties and responsibilities for a Project Director include, but not limited to:

- Act as a key point of contact for all communications related to program operations
- Refine project plan and timelines to support key goals and deliverables
- Assist with the engagement in community outreach through partners and other groups that serve Yonkers
- Participate in regular calls and meetings with Partners and other stakeholders, creating necessary documentation (e.g. minutes)
- Create monthly written reports as directed by WCA and federal guidelines
- Participate in monthly calls with a national cohort of communities
- Manage scoping, budgeting, capacity planning, ROI assessment and billing reconciliation
- Address any issues or needs in real time and escalate as needed

- Review and update risk management plan on an ongoing basis to attend to issues immediately as they arise
- Monitor and report monthly on adoption trends and adjust outreach and engagement to ensure anticipated target end-user participation levels.
- Assist with creating a long-term business plan for operationalizing CBRS sustainability (cost) across a network of multiple sites and users.

Skills and qualifications

- Excellent knowledge of MS Office; working knowledge of program/project management software (Basecamp, MS Project etc.) is a strong advantage
- Savvy with various technology platforms, video conference tools like Zoom and file management through Google Drive
- Strong project ownership skills- drive project(s), including to engage feedback from stakeholders, design a plan, create buy-in for the plan, clear timelines, ongoing communication structures, ability to oversee that the plan is accomplished on time and on budget.
- Excellent oral and written communication skills with the ability to present ideas and project status clearly, concisely, and accurately to a broad audience
- Problem-solving skills
- Ability to delegate effectively
- Experience working with underserved populations is a plus
- Experience working on federally-funded grant program a plus

Education/Certifications:

- Bachelor's Degree required, Advanced degree desirable
- Certification in a Project Management discipline, such as Project Management Professional (PMP) is desirable
- Minimum 5 years of professional level experience

Compensation:

To be negotiated based upon skill and experience. This is a full-time (40 hours/week) one-year contract position with the opportunity for extension based on performance and additional funding. This is a 1099 Independent Contractor position. Contractor is liable and responsible for paying their own payroll taxes and is not entitled to medical benefits.

The Westchester County Association is an equal opportunity employer. Qualified applicants will be considered for this contract position without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

About Westchester County Association (WCA)

For over 70 years, the WCA has been the leading independent voice of the Westchester's professional community, developing and advancing proactive policies and initiatives that foster smart growth and economic vitality in the region. The WCA represents the foremost professionals in real estate, healthcare, finance & banking, hospitality, technology and other professional services; as well as municipalities, nonprofit organizations and institutions of higher education – supporting their objectives through direct advocacy and original programming. WCA's mission is to: Drive economic vitality and development in Westchester and the region; stimulate new business and job creation; advocate directly for and on behalf of our members; provide a strong and clear voice for the interests of businesses of all sizes on the regional, state and national levels; and develop and provide our members with the resources and talent they need to grow.