

Summary

The Michiana Area Council of Governments (MACOG) is seeking to fill multiple AmeriCorps member service positions, including one or more members serving at MACOG.

Member Position/Title: Broadband Coordinator

Member Immediate Supervisor: James Turnwald

Days / Hours of Service: Monday – Friday; some evening & weekend assignments.

Benefits: AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions.

Service Site: Michiana Area Council of Governments

Organization Mission and/or Goals:

The Michiana Area Council of Governments is a voluntary organization of local governments that studies and attempts to resolve, for the benefit of each member and the region, areas of interlocal issues, which includes but is not limited to transportation, transit, economic development, environment, and other issues that impact the region.

High-speed internet access and broadband connections are critical place-based infrastructure that influence well-being. This is especially true following the COVID-19 pandemic, as people have increasingly relied on online services for essential needs such as remote work and education to virtual home health care. The MACOG State of Digital Inclusion Broadband Study shows disparities and inequities in access that exist between counties and groups in the region that may affect regional economic and workforce development. The Broadband Fellow will work with stakeholders to expand broadband access in unserved and underserved areas and to reach community anchor institutions such as schools, libraries and hospitals.

Essential duties and responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:

- Identify, recruit, and build opportunities for the program, build relationships, and connect community members to additional resources and community opportunities
- Verify and validate broadband data across the region
- Identify and address digital skills and device gaps in addition to connectivity to improve digital equity and inclusion
- Communicate findings in the Broadband Study to a wide variety of audiences to bolster action among regional decision makers to improve broadband access region-wide as a key economic, community, and workforce development strategy
- Track and analyze data in order to provide greater transparency, efficacy, and access to community members
- Host public events to provide broadband and digital inclusion education to the broader community
- Engage with strategic initiatives and partnerships
- Complete projects related to social media and community outreach
- Perform additional economic resiliency, sustainability, energy, waste reduction and community-building activities as directed (e.g., park clean-ups, helping with a green

- community event, providing recycling at a community festival)
- Serve to build capacity with a driving force of environmental stewardship and economic resiliency
- Participate in AmeriCorps trainings, team-building events, and reflection activities

Minimum Training and Experience:

- One year of college credit; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities

Minimum Physical and Mental Abilities:

- Ability to operate a variety of automated machines
- Ability to exert physical effort in light to moderate activities involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects weighing up to 25 pounds

Mathematical Ability:

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, and measure data

Language Ability and Interpersonal Communication:

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Bi-lingual helpful (Spanish)
- Ability to adapt as a part of a team and willingness to grow leadership skills
- Effective writing and editing skills
- Strong research skills
- Ability to perform effectively and independently
- Responsible, organized and provides attention to detail
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to comprehend and correctly use a variety of informational documents
- Ability to comprehend a variety of reference books and manuals
- Ability to meet deadlines
- Ability to operate successfully alone and within groups

Environmental Adaptability:

- Ability to serve effectively in an office environment, outdoors exposed to extreme weather conditions, and in diverse private living spaces

Service Hours:

Dependant on season and scheduled public outreach activities, typical schedule may be M-F (9am-5pm); Some weekend and evening events