



Northern California

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Southern California

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Digital Equity Project Manager*

Full-Time

Location: Los Angeles/ San Gabriel Valley (hybrid work environment)

ABOUT TURN & POSITION OVERVIEW

For 50 years, TURN - The Utility Reform Network has served as a consumer advocacy organization on behalf of telecommunications and broadband consumers across California. TURN champions the interests of California's residential utility customers by advocating at the California Public Utilities Commission (CPUC), the state Legislature, and other forums. TURN promotes policies that provide affordable, reliable and safe telecommunications, electric and gas service, promote least-cost green energy solutions; support public input into decision-making; and enhance accountability of the regulators, telecommunications carriers, and the utilities. TURN advocates on behalf of all California consumers, with a special focus on fighting to ensure affordable access to essential utility and broadband services for low-income households, communities of color, immigrants, and rural communities. To learn more about TURN's work please visit: turn.org.

TURN seeks a Digital Equity Project Manager to join our consumer advocacy staff, with a focus on digital equity, inclusion and telecommunications policy of critical importance to California's residential telecommunications customers. The Digital Equity Project Manager will be part of TURN's Race & Equity Policy unit and will work in partnership with and under the supervision of TURN's Director of Race & Equity Policy. The Project Manager will have the opportunity to serve as the team lead on advancing our statewide digital and equity inclusion initiatives with a primary focus on the organization's San Gabriel Valley efforts in the first two years.

As the project lead for TURN's place-based digital equity and inclusion work in Southern California, the Project Manager will serve as a liaison to the California Public Utilities Commission (CPUC) and State Legislature and will also serve as a point of contact to our digital equity work in the San Joaquin Valley.

KEY AREAS OF RESPONSIBILITY

The Project Manager will be responsible for the following four priority areas:

- 1. Coalition-Building & Relationship Management with Community Organizations**
 - a. Actively participate and engage in Digital Equity coalition meetings across the San Gabriel Valley, Los Angeles County, San Joaquin Valley and statewide as necessary
 - b. Carry out tasks and tactics developed in coalitions such as survey dissemination, event planning and organization (e.g. hosting town halls)
 - c. Develop and deliver presentations to coalitions at coalition events
 - d. Mobilize community advocates and members to join appropriate coalitions, remain engaged, provide public comment and testimony to various decisionmakers
- 2. Community Engagement & Capacity-Building Trainings**
 - a. Develop materials, tools and resources for trainings such as presentations, factsheets and videos
 - b. Prepare and deliver training presentations to various audiences
 - c. Understand information provided by TURN's Consumer Advocate in order to appropriately engage community advocates and direct service providers
- 3. Technical Assistance & Communications Support**
 - a. Develop and deliver presentations for conferences and convenings
 - b. "Translate" regulatory and policy documents and information for community-based network consumption
 - c. Write and edit material for traditional and social media consumption (e.g. op-eds, blog posts, social media posts, memes, etc.)
- 4. Project Management and Team Liaison**
 - a. Manage multiple aspects of TURN's Digital Equity campaign, meet deadlines, delegate tasks and hold team members accountable
 - b. Serve as liaison between and among TURN's Telecom, Organizing, and Race and Equity Policy Teams in order to ensure all departments are working coherently and cohesively with respect to TURN's Digital Equity efforts
 - c. Contribute to cross-team efforts such as presenting updates at relevant team meetings, contributing to drafting and/or editing CPUC proceeding documents and other policy documents (e.g. comments, testimony, letters of support)

DESIRED QUALIFICATIONS

TURN is seeking a Digital Equity Project Manager who can demonstrate experience and aptitude in as many of the following areas as possible:

- 3-5 years of relevant experience in nonprofit advocacy, coalition building, community organizing, capacity-building and policy issues
- Understanding of the political and non-profit landscape in the San Gabriel Valley and greater LA County;
- Exceptional relationship-building skills with diverse stakeholder groups;
- Experience organizing community groups and hosting community events;
- Passion for TURN's mission of advocating for telecommunications and broadband consumers
- Commitment to achieving economic and racial justice, and experience working in multiracial and multilingual organizations;
- Strong written and oral communications skills;
- Ability to write clearly about complex issues with minimal supervision;
- Excellent organizational skills;
- Ability to work on multiple projects under mandatory deadlines;

Preferred Qualifications:

- Understanding of telecommunications regulatory policy at the CPUC and Federal Communications Commission (FCC);
- Understanding of the telecommunications (e.g. landline and wireline telephone, mobile phone, broadband and internet service) industry;
- Bilingual Spanish/English; bicultural and biliterate in Spanish strongly preferred.

POSITION LEVEL / COMPENSATION & RETURN TO WORK POLICY

Annual salary range for this position is \$85,000-100,000 and includes a comprehensive benefits package which includes full medical, dental, and vision coverage (100% paid for employees and 75% paid for spouse/partner and dependents); 401K with employer contribution; and generous vacation time. This position is based in the San Gabriel Valley. TURN has a temporary office space in Alhambra, CA. Candidates must be open to a hybrid (virtual/in-person) work situation.

TURN management prioritizes the health and wellness of staff and continuously monitors the public health context in order to provide guidance to staff with respect to in-person work and meetings. The Project Manager must be available for at least 1 in-office day and 1-3 in-person community meetings per week, so long as this is deemed safe by all participants. Once the COVID crisis subsides, The Project Manager position will continue to be a hybrid work position with occasional travel required.

*FLEXIBILITY IN POSITION LEVEL: Please note, if you do not meet all of the qualifications, we encourage you to apply. TURN is open to hiring someone at the Project Coordinator level and if brought on at this level the salary range is \$70,000-85,000 plus comprehensive benefits package.

VACCINATION POLICY

All TURN employees are required to obtain COVID-19 vaccinations in accordance with CDC recommendation guidelines and must provide proof of vaccination, unless a reasonable accommodation is approved by the TURN COVID Vaccination Committee.

APPLICATION PROCESS

Interested applicants should submit a cover letter and resume to: Vanessa Ramirez, Recruitment Consultant at jobs@turn.org with “Digital Equity Project Manager” in subject line. Position is available immediately, and open until filled. Priority application deadline is July 11, 2022.

The Utility Reform Network is an equal opportunity employer. We welcome and encourage applications from those who will enhance our staff diversity.