



Steve Sisolak  
Governor

STATE OF NEVADA

GOVERNOR'S OFFICE OF  
SCIENCE, INNOVATION &  
TECHNOLOGY

100 North Stewart Street, Suite 220  
Carson City, Nevada 89701  
775-687-0987 Fax: 775-687-0990



Brian L. Mitchell  
Director

<b>Position Title</b>	Digital Equity Program Director
<b>Salary</b>	\$83,764 - \$116,041
<b>Location</b>	Remote
<b>Job Type</b>	Contract
<b>Department</b>	Nevada Governor's Office of Science, Innovation and Technology (OSIT)
<b>Job Number</b>	2021-0005
<b>Closing</b>	Continuous
<b>Contact</b>	Please direct all inquiries to: Debbie Petrelli: dpetrelli@gov.nv.gov

**OFFICE OVERVIEW- WHO WE ARE:** The Nevada Governor's Office of Science, Innovation and Technology (OSIT) is responsible for coordinating the planning, mapping, and procurement of broadband service in a competitively neutral and nondiscriminatory manner (NRS 223.610). OSIT's primary goal is to achieve universal access to affordable, reliable, scalable broadband service for all Nevadans. Together with infrastructure, OSIT seeks to ensure every Nevadan can afford broadband service and has a device and the digital skills needed to use the internet and engage in online digital work, education, and health monitoring. OSIT is a small, nimble, entrepreneurial State Agency that functions as an extension of the Governor's Office. See our State Connectivity Strategy [here](#).

It is an exciting time to work in State broadband development. As the State Broadband Office, OSIT is responsible for overseeing an allocation of over \$235 million in federal funding from the American Rescue Plan Act and the Infrastructure Investment and Jobs Act. OSIT also works with stakeholders to apply for federal broadband funding awarded by the Federal Communications Commission and Universal Service Administrative Company, the National Telecommunications and Information Administration, the United States Department of Agriculture, and other federal agencies. Finally, OSIT oversees several State connectivity programs, including grants.

**POSITION OVERVIEW- WHO YOU ARE AND WHAT WOULD YOU DO:** OSIT seeks candidates with experience in community building, collective impact, and research. The Digital Equity Program Director will report directly to the OSIT Director and support the buildout of new broadband digital equity programming and infrastructure statewide. This position is a contract position, and the incumbent will not be a state employee. The position comes with the salary indicated above and benefits are not included. This position will require the incumbent to provide documented proof of full COVID-19 vaccination status or an approved religious or health-related accommodation.

The position would have the following **Responsibilities:**

- Under supervision, lead the creation of the State Digital Equity Strategy.

- Collaborate with and earn the trust of local government and local digital equity stakeholders in all 17 counties to solicit input into the plan.
- Inventory, assess and help promote local digital equity and broadband adoption programs that show promising results and reach.
- Research and develop locally relevant strategies for bridging the digital divide for Nevada's diverse populations.
- Develop and convene a network of digital equity stakeholders to identify barriers and needs, share promising practices, and coordinate efforts.
- Stage trainings and webinars that will help local programs improve their scalability and reach.
- Assist in the creation of a Digital Equity capacity-building grant program for local entities to deliver programming leading to greater adoption of the internet and oversee the grant application and awards process.
- Ensure the voices of diverse stakeholders are included in all aspects of OSIT's digital equity work.
- Represent OSIT on state and national committees and advisory groups.

The successful applicant will possess the following **Qualifications**:

- Strong commitment to OSIT's mission, values, and public service.
- Empathy and passion for bringing connectivity to unserved communities in Nevada.
- Significant experience creating, leading, and scaling community outreach and engagement initiatives in more than one different setting, such as rural or urban, or with a variety of different stakeholder groups.
- Experience providing focused leadership and direction to multi-disciplinary, multi-jurisdictional groups.
- Experience facilitating working groups and workshops.
- Experience giving written and oral presentations to senior government and community leaders.
- Creativity and a passion for life-long learning.
- Strong proficiency in Microsoft Office Suite, Google tools, and social media.
- Very strong organizational, time management, and project management skills.
- Deadline driven; ability to work independently and prioritize tasks.
- Strong written and verbal communication skills.
- Strong interpersonal skills needed to grow collaborative relationships with team members and outside stakeholders.
- Experience working in telecommunications with digital equity and inclusion initiatives a plus.
- Ability and willingness to work some flexible hours, including evenings and weekends.
- Ability to travel within Nevada (25-35%).
- Valid driver's license.
- US Citizen.

**To APPLY:** Please email the following to Debbie Petrelli, [dpetrelli@gov.nv.gov](mailto:dpetrelli@gov.nv.gov) as separate PDFs

- Resume
- Cover Letter
- 3 professional references