



Red Hook WIFI Project Manager JOB DESCRIPTION

Position: Red Hook WIFI Project Manager

Team: Technology

Reports to: Director of Technology

Status: Non-exempt, approximately 25 hours/week, with potential for full-time. Two year contract. Hourly rate based on experience.

Summary/Description: The Project Manager is responsible for overseeing the maintenance and growth of the Red Hook WIFI network. In the process, s/he will promote RHI technology programs and cultivate training and employment opportunities for Red Hook young adults.

The Red Hook WIFI Project Manager is a member of RHI's Technology team, which includes the Digital Stewards, RHI's technology training program for young adults in Red Hook. This position requires an interest and ability to support, train, and mentor young people in Red Hook. This position will have a two year contract, contingent on secured grant funding. The Project Manager will have a set schedule with occasional additional events requiring flexibility in scheduling.

Responsibilities: The responsibilities of the Red Hook WIFI Project Manager include but are not limited to:

Expand WIFI network among Red Hook businesses

- Design and implement recruitment strategy for Red Hook WIFI network business partners
- Guide a minimum of 40 businesses through the EDC RISE Online Business Portal, enabling the businesses to qualify to receive the benefit of the free networking equipment.
- Act as RHI's liaison to technology companies working with RHI in the design, deployment and maintenance of the Red Hook WIFI network; ensure timely service and installation of WIFI equipment.
- Supervise a team of 1-2 RHI interns, working as the business recruitment support team

General project management

- Promote Red Hook WIFI, Digital Stewards and other RHI technology programs to businesses, organizations and residents as resources for business technology needs including marketing, content creation, and technical support

- Design and implement community engagement strategy for Red Hook WIFI, including workshops, focus groups, and other events aimed at increasing adoption and use of the network
- Work with Digital Stewards to create tools and services on the WIFI network platform
- Manage online and social media content for www.redhookwifi.org
- Track WIFI network user statistics
- Track and monitor activities and progress of the network's development as needed for ongoing funding reports
- Work with Director of Technology to plan for long-term sustainability of the network

Skills, Knowledge, and Competencies:

- Strong planning, organization and project management skills
- Excellent communication skills, both in person and online, via email and document sharing
- Ability to create and manage external relationships
- Ability to keep accurate data records and statistics and present information in spreadsheets and other presentation materials
- Willingness to collaborate on projects, across functions, and work with a team
- Ability to engage with various stakeholders, including public speaking
- Knowledge of wired and wireless networking protocols and equipment a plus

Experience and Qualifications:

- Customer relations experience
- Sales/marketing and business development experience
- Skilled computer user and knowledge of professional office software, hardware and cloud-based solutions
- Bilingual (English/Spanish) preferred
- Comfort working on roofs, ladders and other areas where broadband equipment is installed
- Strong commitment and dedication to working for positive change in the community
- Knowledge of Red Hook community and RHI mission and vision (resident preferred)