

Miami Connected Fellow, Samvid Ventures

Location: Miami, FL

Compensation: \$42,000-58,000, commensurate with experience and qualifications

Benefits: Health insurance and retirement

Application requirements: Please submit cover letter and resume to hr@miamifoundation.org

POSITION DESCRIPTION

The Miami Connected Fellow will be responsible for supporting [Miami Connected](#), an initiative to bring free broadband internet, digital literacy and career opportunities in technology to more than 100,000 students and their families in Miami-Dade County. This public-private initiative seeks to make Greater Miami the most technologically inclusive and equitable community in the nation by bridging the digital divide and providing educational and economic opportunities for all its residents.

Twenty percent of Miami-Dade County households do not have at-home Internet access – that includes an estimated 100,000 students. Our most underserved communities are also the least connected, and these communities are effectively left out of education pathways, economic opportunities, health services, and overall basic community connections.

The initiative is currently designed to be an anticipated 2-year program and the future of this role beyond that time frame would be based on current need and available funding.

DUTIES AND RESPONSIBILITIES

- Lead student recruitment efforts in partnership with Miami-Dade County Public Schools
 - Lead teacher training sessions at eligible schools in an effort to enable them to be front-line champions for Miami Connected
 - Host events at the schools to educate students about the opportunity. Includes managing collateral, coordinating with school leadership, recruiting volunteers, and tabling
 - Provide schools with Miami Connected content for social media and parent communications
 - Create a playbook for school engagement
- Collaborate with and support nonprofits that are working directly with eligible families in the program
 - Recruit, engage and mobilize nonprofit organizations in Miami to join a coalition focused on working together to bring comprehensive, high-speed internet access and digital literacy training to families and residents throughout Miami-Dade County
 - Oversee grant and contract relationships with nonprofit partners
 - Foster an increasingly trusting and collaborative environment for all organizations and community members working toward this common goal
- Oversee family enrollment, making it accessible and efficient for families, and track usage of the service
 - Securely organize enrollment data and lead validation efforts ensuring that the information provided by families is accurate and the addresses are serviceable
 - In partnership with the Director, define and document standard operating procedures for enrollment
 - Guide families through the enrollment process, helping them to navigate trouble-spots, and answering their questions to ensure enrollment happens seamlessly.
 - Collaborate and serve as a liaison with Internet Service Provider partners
 - Support ongoing data tracking regarding enrollment and student/family use of internet service
 - Engage regularly with residents and participating households to understand their digital access needs and collaborate on solutions
- Other duties and special projects as assigned.

This role requires some availability outside of office hours to conduct outreach at events as well as transportation across the county for both events and partnership logistics.

POSITION REQUIREMENTS

ESSENTIAL QUALITIES

- **Entrepreneurial Spirit:** Miami Connected is in its early stages and will be best supported by an individual with a thirst to create from the ground floor, with little holding them back.
- **Strong interpersonal and communication skills:** This role will involve extensive relationship management and customer service across many constituent groups, from schools and government partners to nonprofit leaders to parents and students. The ideal candidate will have demonstrated success creating and stewarding robust partnerships.
- **Unwavering solution orientation:** This initiative is pushing to accomplish something challenging and meaningful that will not be without difficulty. The ideal candidate will be asset-minded and unafraid of the real work that goes into system-level change.
- **Willingness to do it all:** This initiative is new and fast moving. It requires a team that is willing to get their hands dirty as we quickly learn and iterate.
- **Love of technology:** You understand the benefits of digital access in youth development and a family's ability to thrive in an online economy.
- **Robust commitment to diversity, equity and inclusion:** We are all about elevating voices, spreading power and increasing opportunity for all.
- **Unlimited patience and respect:** This individual will work with individuals at all levels of digital fluency – from digitally illiterate to digitally savvy – and will consistently need to lead and interact with patience and respect to help foster equity in our region's digital ecosystem.

DESIRED EXPERIENCE

- Degree in business, education, social sciences, project management or other relevant fields, preferred
- At least 2 -5 years working in education, nonprofit management, customer service and/or event planning, preferred
- Track record of coordinating a large-scale initiative with minimal oversight
- Experience collaborating with and elevating traditionally marginalized communities
- Proficiency skills in the use of Microsoft Office, email, project management platforms and/or other tech tools (website design, social media, among others)
- Involvement in one or more social impact movements of any kind

This list of essential responsibilities and requirements is not intended to be exhaustive. Samvid Ventures reserves the right to revise this job description as needed to comply with actual job requirements.

ABOUT SAMVID VENTURES

Samvid Ventures (SV) is committed to applying technology and innovation to improve lives of underserved individuals through entrepreneurship, education, and wellness. It has staff and board presence in Detroit, New York, and Miami, and a national footprint in its programming. The SV team values collaboration, intellectual curiosity, creativity, continuous improvement, a commitment to professional growth and development, and maintaining a service orientation in all we do. Our team strives to embody these values every day. We are looking to build our team with an individual who is aligned with, and committed to, this way of working.

ABOUT THE MIAMI FOUNDATION

The Miami Foundation is a \$350 million community foundation focused on building a more equitable and resilient Miami for all who call this place home. Since 1967, we've done this by taking a leadership stance on civic issues, investing in our community and nurturing philanthropy. In partnership with more than 1,000 donors, we invest upwards of \$50 million each year to strengthen our greater community. We lead a large regional giving day to

inspire all locals to become philanthropists, we mobilize leaders to unite around common priorities for community impact, we shine a light on critical issues from climate resilience to census turnout, and we work to strengthen the base of nonprofit organizations who stand at the frontlines addressing the greatest needs facing our community.