



Coalition Community Member Job Description

Coalition Overview

The Western New York Digital Equity Coalition promotes digital inclusion and digital equity for all residents living within Western New York's eight counties (Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming).

- We define Digital Inclusion as all individuals and communities having access to and being able to use 1) affordable, robust broadband internet service; 2) internet-enabled devices that meet the user's needs; 3) digital literacy training; 4) quality technical support; and 5) applications and online content designed to enable and encourage self-sufficiency, participation and collaboration.
- To us, Digital Equity means that all individuals and communities have the information technology capacity needed to participate fully in our society, democracy and economy. Digital Equity is necessary for civic and cultural participation, employment, lifelong learning, and access to essential services.

The WNY Digital Equity Coalition membership consists of representatives from community-based organizations, business, government, school districts, higher education, philanthropy, and independent community members.

Full-member meetings are held via Zoom (participation via video or phone) on the third Wednesday morning of each month. Committee meetings are held on a regular schedule in between full-member meetings.

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As a Coalition Community Member, your role will be to help us understand the challenges to digital inclusion and digital equity you and your neighbors are experiencing. More important, you will help identify more specific problems that need to be addressed and help us craft solutions that work.

Most Coalition members represent an organization — non-profits, school districts, grantmaking foundations, libraries, colleges and universities, businesses, or government agencies. Every Coalition member is dedicated to digital equity but, because in most cases we have resources available through our employers, we don't necessarily experience the same barriers to digital inclusion and digital equity facing many Western New Yorkers.

You are not expected to be the spokesperson for your entire community; we ask that you provide a perspective that the Coalition currently lacks.

Responsibilities and Expectations

- Learn about the digital inclusion and digital equity needs in your community and share what you've learned with the Coalition.
- Share opportunities for improving digital inclusion and digital equity that you learn about through the Coalition with your community.
- Help the Coalition with planning and priority setting.
- Attend and participate in monthly full-member Coalition meetings (or comparable engagement).
- Attend and participate in monthly workgroup meetings (or comparable engagement), as appropriate.
- Complete any necessary committee work independent of meetings, as needed.
- Represent the Coalition in and help connect the Coalition with the larger community.
- Meet every other month with the Coalition Facilitator to provide updates on community engagement and digital inclusion needs.

Qualifications

- Commitment to improving your community members' quality of life, especially as it relates to digital inclusion and digital equity.
- Willingness to share your knowledge and experiences with the Coalition.
- Willingness to learn from other Coalition members.
- English language proficiency is helpful, but not required. If necessary, we will secure interpreter services.
- Ability to dedicate sufficient time to Coalition meetings and related work (estimated at 10 hours per month/2-3 hours per week on average).

Compensation

- Coalition Community Members will be paid a stipend of \$250 per month based on an estimated time commitment of 10 hours per month.
- Stipends will be paid monthly based on the previous month's attendance at a full coalition meeting (one hour), any workgroup meetings (estimated one hour per workgroup per month), and the bi-monthly meeting with the Coalition Facilitator (estimated at 30 minutes every two months). No detailed time tracking will be required or expected.
- **IMPORTANT TAX INFORMATION:** This stipend is taxable income! If your stipend exceeds \$600, you will be required to file an IRS form W-9 with the WNY Digital Equity Coalition's fiscal sponsor, and you will receive a 1099-MISC from the Coalition's fiscal sponsor by January 31 of the year following your service to the Coalition.

Learn more about the Coalition

Please visit the WNY Digital Equity Coalition's website at: <https://wnydigitalequity.org>

Contact Information

Contact Don Matteson, Facilitator at dwmatteson@wnydigitalequity.org or 716-906-8903 with questions or to express interest.