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**AMERICAN SAMOA GOVERNMENT  
DEPARTMENT OF HUMAN RESOURCES  
PAGO PAGO, AMERICAN SAMOA 96799**

**JOB ANNOUNCEMENT**

<b>Job Title:</b> <i>Digital Equity Coordinator</i>		<b>Posting Date:</b> <i>September 21, 2023</i>	<b>Serial No.:</b> <i>145-23</i>
<b>Department/Division:</b> <i>Commerce/BCORD</i>		<b>Closing Date:</b> <i>October 05, 2023</i>	<b>Announcement No.:</b> <i>145-23</i>
<b>Type of Position:</b> <i>Temporary Appointment</i>	<b>Posting Type:</b> <i>Employment Opportunity/ Open to the Public</i>	<b>Pay Grade and Salary Range:</b> <i>GS 11/ \$17,069 - \$42,419 p.a.</i>	

**General Description:**

Executive Order #007-2023 establishes the "Broadband Coordination, Opportunities, Redevelopment and Deployment" or BCORD office within the American Samoa Department of Commerce. This office manages and coordinates all broadband programs, both infrastructure and digital equity and inclusion efforts for the Territory of American Samoa. The Digital Equity Coordinator will be a team member of the BCORD office. Digital Equity is the pursuit to ensure equitable access to and the use of information technology for participation in social and economic life. This specific role will work under the Territorial Broadband Coordinator and ASDOC management in the development, maintenance and implementation of digital equity plans for the Territory of American Samoa. The digital equity program is one of the core components of the BCORD office, which also include development of broadband infrastructure, access and affordability programs (supplemental benefit programs), and other information technology economic development initiatives.

**Key Duties and Responsibilities:**

- Develop, maintain and implement the digital equity action plan for the BCORD Office.
- Engage with the development of partnerships (public, private, NGO, etc) in support of digital equity activity and the digital equity action plan.
- Assist with conducting research and performing statistical analysis to support digital equity and digital inclusion initiatives.

- Work in collaboration with other BCORD programs to support coordinated messaging for all BCORD activities and how digital equity and digital inclusion, through all mediums of communication (social, website, print, radio, television, etc).
- Other duties as assigned, as they relate to BCORD and related programs, functions and activities.

**Knowledge, Skills and Ability:**

- Must have knowledge with Microsoft Office (Word, Excel, PowerPoint, Google Workspace (Docs), Microsoft Windows.
- Must have training and skills with Public Speaking/Engagement; A component of this job includes outreach and speaking regularly to stakeholders in small and large groups, as well as engagement with media outlets.
- Must have knowledge of Grants, Compliance and Reporting with federal grants.
- Must have experience in managing and leading projects.
- Must have experience developing and managing partnerships, including agreements, memos of understanding, contracts and other agreements between private and public entities.

**Academic and Experience Requirements:**

- Applicant must have a bachelor degree in related field from an accredited school plus two (2) years
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, **or please contact the Recruitment unit at 633-4485/633-4000**

Fa'afetai tele,



Lynn Pulou-Alaimaio

Director, Department of Human Resources