



16 TECH COMMUNITY CORPORATION JOB DESCRIPTION

POSITION: **COMMUNITY IMPACT TEAM (CIT)**
STATUS: Part-Time, Contract
ORGANIZATION: 16 Tech Community Corporation
REPORTS TO: Director of Community Access and Engagement

ORGANIZATION OVERVIEW

The 16 Tech Innovation District is a growing destination for innovation and entrepreneurship and a driver of the tech enablement of the life-sciences and advanced manufacturing industries key to Indiana’s economy. Connected to diverse neighborhoods in downtown Indianapolis and intentionally resourced with facilities and programs to foster innovation, 16 Tech is home today to three buildings with 200+ innovation related entities that employ more than 800 people. Over the next ten years, 16 Tech is projected to grow to 13 mixed-use buildings and create 3,000+ jobs.

The nonprofit 16 Tech Community Corporation is responsible for the physical and programmatic development of the 16 Tech Innovation District. 16 Tech Community Corporation’s mission is to create an inclusive innovation community for Indianapolis, and its role as an entrepreneurial service organization and workforce partner contribute directly to the value proposition of the district. 16 Tech seeks team members who are motivated by and embody its values:

- **Innovation and entrepreneurship:** We believe innovation is vital.
- **Personal Connection:** We believe places bring people together.
- **Inclusivity:** We believe everyone can be an innovator.
- **Collaboration:** We believe collaboration is a winning strategy.
- **Community:** We believe it’s important to be good neighbors.

16 Tech Community Corporation is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of

diverse sexual orientations, gender expressions, and identities are encouraged to apply.

POSITION OVERVIEW

The 16 Tech Community Impact Team (CIT) is a group of liaisons who will collaborate with 16 Tech staff to meaningfully engage surrounding residents. The CIT will actively connect during six months of the calendar year to identify opportunities for alignment and positive impact. As bridges between 16 Tech staff and fellow neighbors, the CIT will listen in civic meetings and other gatherings for how 16 Tech might purposefully engage locally. This exchange of information will help shape community outreach initiatives in the 16 Tech Innovation District.

RESPONSIBILITIES & EXPECTATIONS

- Serve as a key point of connection for fellow neighborhood residents and 16 Tech Community Corporation.
- Promote Innovation District and neighborhood opportunities including but not limited to events, programming, sponsorships, grantmaking, and workforce development.
- Develop a working knowledge of the social and physical conditions of surrounding neighborhoods with aim to highlight assets and opportunities.
- Regularly attend assigned community meetings to document local interests and concerns.
- Submit biweekly reports detailing activities and attendance.
- Meet monthly with 16 Tech staff to discuss engagement ideas, to exchange information obtained in civic encounters, and to develop professionally.
- Support other relevant projects as requested.

QUALIFICATIONS, SKILLS & ABILITIES

- Be 18 years of age or older.
- Have 15-20 hours of monthly availability.
- Live in the Near Northwest, Near West, or Indiana Avenue geographic areas surrounding 16 Tech.
- Have an outgoing personality and the willingness to work with people from a variety of backgrounds.
- Communicate effectively with neighbors and 16 Tech staff (bilingual applicants are highly encouraged to apply).
- Commit to canvassing during warm months to learn about community members and the physical aspects of their neighborhoods.

- Have a flexible work style that accommodates collaboration and independence as appropriate.
- Maintain access to the internet and digital applications such as Zoom, Microsoft Office, and Google Workspace.

COMPENSATION

The Community Impact Team will consist of part-time independent contractors with 16 Tech Community Corporation. Each team member will receive a monthly stipend of \$500 during their contracted months of service as well as a 1099 form for tax filing.

DETAILS

To apply for the Community Impact Team, please submit an online application no later than Wednesday, April 17, 2024.

Interviews will take place on a rolling basis beginning Monday, April 29, 2024. Candidates will be asked to give a 5-minute overview of their neighborhood, highlighting the things they want people in 16 Tech to know about their area of residence.

16 Tech Community Corporation and related entities are Equal Employment Opportunity and Affirmative Action Employers. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.

Questions can be emailed to sjywanza@16tech.com.