16 TECH COMMUNITY CORPORATION JOB DESCRIPTION

POSITION: **Executive Assistant**
STATUS: Exempt
ORGANIZATION: 16 Tech Community Corporation
REPORTS TO: President & CEO

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 Executive Assistant (EA) provides administrative support to the Chief Executive Officer and to the executive team of the organization through calendar management, scheduling and logistical support, and meeting preparation. This role serves interacts with a diverse group of external stakeholders and internal contacts at all levels of the organization. The EA is able to effectively plan, prioritize and anticipate needs and operates with a sense of urgency.

ESSENTIAL FUNCTIONS

Administrative Support:
- Anticipates and proactively manages CEO's calendar addressing scheduling conflicts as they arise. Provides scheduling support as needed to the executive team.
- Plans and schedules internal and external meetings (in-person, virtual and hybrid), travel, conference registrations, and other activities.
- Coordinates meeting logistics end to end from preparation including research, agendas and materials to pre-meeting communications, room setup, technology management during meetings, catering, and cleanup.
- Supports executive communication and presentations (i.e., Power Point presentations, letters of support, email follow-up and responses, etc.).
- Provides project assistance to CEO and executive team including the tracking and reporting of progress towards goals.
- Takes and maintains meeting minutes, capturing action items and seeing through to completion.
- Establishes and maintains effective management systems including document storage (physical and electronic) and contact lists.
- Assists CEO in key stakeholder and donor relationship management.
- Reconciles, prepares, and submits expense reports and invoices for payment.

Board Support:
- Plans and coordinates board and committee meetings including managing meeting logistics, material preparation and distribution and capturing meeting notes and action items.
- Maintain Board members and committee contact information and lists.
- Assists CEO in board communication.

Other:
- Works cross-functionally to coordinate on-site logistics for visitors to 16 Tech including tours and parking.
- Coordinates 16 Tech team events and activities.
- Maintain office supply inventory.
- Other duties as requests.

SKILLS & EXPERIENCE

- 3+ years of administrative, executive or project support, preferably working directly for a CEO and other executives
- High level of integrity and discretion in handling all confidential information.
- Detail-oriented with the ability to work independently to solve problems and anticipate needs.
- Executive-level presence, strong written and verbal communication skills.
- Strong project management, organizational, planning, and prioritization skills
- Team-oriented approach; ability to collaborate closely with other internal stakeholders for input.
- Comfortable navigating ambiguous situations; able to navigate quickly and handle a wide range of topics and fields.

- Experience managing hybrid meeting technology and able to troubleshoot technology issues under pressure (mid-meeting, etc.)
- Willingness to stay up to date on the latest administrative methodologies and technologies and ability to adapt to implement and adapt to new software technologies.
- Proficiency in Microsoft Suite required.

EDUCATION & QUALIFICATIONS

- Bachelor's Degree preferred, or equivalent of education, training, and experience
- This role requires flexibility in working hours and may involve occasional availability outside regular business hours to accommodate the executives' needs.
- This is a hybrid position that requires at least 3 days per week in the office.

BENEFITS
- 100% paid healthcare and dental premiums for both individuals and families
- Pre-tax and Roth 401(k) Retirement Plan with generous match. 5% contribution by the employer regardless of employee contribution and up to an additional 5% employee voluntary contribution eligible to be matched by the employer
- Paid Group Life, Short-Term, and Long-Term disability insurance benefits
- Paid Time Off (PTO), including 17 holidays
- Free parking

DETAILS
To apply, please submit a cover letter and resume to careers@16tech.com. Applicants are encouraged to submit their resumes no later than Wednesday, August 31. Applications will be reviewed and interviews will be conducted on a rolling basis.

More information is available at https://www.16tech.com/