



## 16 TECH COMMUNITY CORPORATION JOB DESCRIPTION

**POSITION:**                    **Marketing Intern**  
**STATUS:**                      Non-exempt  
**ORGANIZATION:**            16 Tech Community Corporation  
**REPORTS TO:**                Digital Marketing Manager, 16 Tech Community Corporation

### 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. 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 Marketing Intern will play an active and vital role on the 16 Tech Community Corporation marketing team, helping to execute the District's strategic brand and vision through content generation that will be distributed on various platforms (social media, website, email marketing).

The marketing intern will:

- Manage 16 Tech online event calendars, maintaining accurate data for public events, classes, programs and trainings
- Draft copy and content for Eventbrite events
- Submit events/programs to key local organizations (i.e., IndyToday, DII, etc.)
- Brainstorm, create, draft and schedule social media content for the AMP and 16 Tech
- Help support onsite events as needed
- Assist with various administrative duties

An ideal candidate will demonstrate an interest in marketing and communications. The candidate will be passionate about creative ideas and thoughtful copy. The candidate will be a self-starter who desires to learn and grow with every project.

## **QUALIFICATIONS, SKILLS, & ABILITIES**

- College junior, senior or graduate student with an interest in marketing/communications
- Prior internship or equivalent work experience
- Knowledge of social media platforms
- Knowledge of Adobe Creative Cloud is a plus
- Excellent communication skills, both written and verbal
- High attention to detail and execution
- Maturity to work as part of a small, entrepreneurial team
- Self-driven and goal-oriented, able to work independently and organize own tasks, projects and calendar
- Self-reflective and willing to learn from mistakes and by asking questions

## **DETAILS**

- Hours: 15-20 hours per week
- Compensation: \$15/hour
- Employment timeframe: August-December 2024

To apply for this internship, please submit a cover letter and resume to [careers@16tech.com](mailto:careers@16tech.com) by July 30, 2023.

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