



Community Builder Midtown Indy

Position: Full-Time. Salary commensurate with experience.

About Us:

Midtown Indy is a 501(c)(3) nonprofit community service organization with a mission to “*Cultivate an equitable, healthy, and sustainable community in which stakeholders of all incomes, races, and ethnicities have access to the opportunities, services, and amenities they need to thrive.*” Midtown Indy brings individuals, neighborhood associations, businesses and cultural organizations together to encourage collaboration on initiatives that result in a more equitable, healthy, and sustainable district.

About the Position:

The Community Builder is a core member of the Midtown Indy team who works collaboratively with a broad base of diverse partner organizations and Midtown area stakeholders. The position focuses on key quality of life initiatives including, but not limited to, food access & equity, public safety, multi-modal infrastructure, planning, and community events and programming. This position provides vital program and operational support including: communication, public engagement in key programs and events, event planning, business development, and related program operations support in fulfillment of the Midtown Indy mission. Reports to Executive Director and Program and Engagement Manager.

Requirements, Skills, and Qualifications:

- Bachelor’s degree or comparable professional experience in urban planning, political science, sociology, communications, journalism, marketing or another related field;
- 2 years of post-graduate professional experience in marketing, community engagement, urban planning, and/or communications with a strong background/experience in constituent/business engagement, program/event planning and management preferred;
- Working knowledge of Microsoft Office Suite;
- Professional social media proficiency;
- Demonstrated project, program, and time management skills;
- Excellent multi-media written and verbal communications skills;
- Demonstrated ability to work independently, multi-task, and meet tight deadlines;
- A clear understanding of, and demonstrated support for, the Midtown Indy mission.

To Apply: Send both a (1) résumé and (2) cover letter in one combined PDF document. Submit by email only to info@midtownindy.org. Subject: Community Builder Position.

Apply on or before June 20th, 2022. Position Open Until Filled. Cover letter should highlight only specific experience, skills, qualifications, and fit for the position as described.

Address cover letter to the attention of: Michael McKillip, Executive Director
Midtown Indy
3965 N. Meridian St. Suite G
Indianapolis, IN 46208

Learn More at www.midtownindy.org

Activate.

Connect.

Advocate.

Revitalize.



Community Builder

Responsibilities Include:

Community Builder & Event Support:

- Cultivate and maintain community-based relationships with stakeholders in all assigned Midtown program and project service areas;
- Recruit and manage volunteers, as needed;
- Plan and coordinate assigned programs and events by identifying, assembling, and coordinating requirements, establishing contacts, developing schedules, managing assignments, and providing effective communication;
- Maintain and communicate all assigned program event/meeting calendars
- Attend, provide staff support, and maintain records for all assigned, Board, event, and community meetings.

Organizational Support:

- Professionally represent the organization in all internal and external meetings and communications;
- Cultivate knowledge and networks by participating in educational opportunities: reading relevant professional & news publications, maintaining professional networks, participating in mission related efforts by others, and engaging in ongoing professional development opportunities including implicit bias, non-violence, and other skill development programs which improve the ability to relate to and better serve Midtown constituencies;
- Accomplish goals by accepting ownership for completing assignments with a focus on product quality, customer service, and timely/effective communication;
- In all work produced, demonstrate a commitment to the mission and goals of Midtown Indy, its programs, services, and events;
- Maintain schedule flexibility as needed and regularly coordinate with Executive Director and Program and Engagement Manager to balance weekday work requirements with evening and weekend programs;
- Advocate for policy, program, and process improvements wherever they can be made.

Communications Support:

- Create content related to assigned programming & events for the organization's print publications, email newsletters, Web site, and social media accounts;
- Prepare and present PowerPoint and other forms of promotional presentations and virtual meetings;
- Participate in assigned program and organizational meetings.

Administrative Support:

- Maintain a calendar for assigned program funder applications and reporting requirements, to comply with grant guidelines for assigned program and events;
- Provide scheduling and engagement support for the Executive Director relative to assigned programs;
- Establish and maintain regular office hours at Midtown's office;
- Answer/return phone, voicemail, U.S. mail, email, web, social media and all other internal and external inquiries for assigned program areas in a timely manner;