

Digital Fellow with the Purdue Center for Regional Development / Eastern Indiana Regional Planning Commission (EIRPC) Serve Indiana / AmeriCorps

Position Title: Digital Inclusion Fellow

Program: Digital Inclusion Fellow with the Purdue Center for Regional Development and Eastern Indiana Regional Planning Commission (EIRPC)

Site Location: Eastern Indiana Regional Planning Commission (EIRPC) headquartered in Richmond, IN

Website: <https://www.pcrd.purdue.edu/>; <https://easternindianarpc.org/>

Purpose: Produce and further the digital inclusion plans developed in partnership with the Purdue Center for Regional Development. Project deliverables and/or support in small businesses and the economy, education and e-learning, tourism, digital skills, and housing.

Description of Duties: Members will be responsible for a variety of duties, including developing and implementing regional digital inclusion plans. Develop, facilitate, and conduct workshops and trainings to 1) increase awareness on digital inclusion; 2) lead to the development of a digital inclusion plan; 3) help in the implementation of the plan focusing on but not limited to digital literacy workshops, online presence strategies for small businesses, improve e-learning capabilities throughout the region, implement i-front door and intelligent community action items, and housing among others in the EIRPC Region. The digital inclusion fellow would also be involved in the 2021-2022 regional elementary robotics program, working with Purdue extension and other stakeholders. All members will receive an orientation and ongoing training on digital inclusion and community and economic development.

Qualifications: Bachelor's degree; evidence of commitment to service; successful completion of all required criminal history and medical checks; excellent written and verbal communication skills; strong research abilities; knowledge of Microsoft office applications. Excellent interpersonal skills and attention to detail. Demonstrated ability to problem solve and take initiative on assigned projects; ability to work independently and in teams with remote supervision. Unimpeachable ethical standards and personal integrity.

Terms of Service: Approximately March 1, 2021 – December 31, 2021; Position dependent upon funding

Time Requirements: 40 hours a week; typically within normal business hours of 8:00 a.m. – 5:00 p.m. Some evening and weekend hours may be required. Must have broadband capabilities.

Orientation and Training: Participate in AmeriCorps training throughout the year

Benefits: Living allowance stipend, post-service education award, health care, intensive training and career development program, powerful service experience, Serve Indiana/AmeriCorps network

Evaluation and Reporting: Mid and final performance reviews, weekly reports to supervisor, weekly timesheets, quarterly interviews with program staff to assess progress, monthly calls with other members to discuss program progress

Supervisor: Purdue Center for Regional Development and EIRPC regional representative

Start the application process: <https://tinyurl.com/digital-inclusion-fellows>