

# **Digital Fellow with the Purdue Center for Regional Development / Southern Indiana Development Commission (SIDC) / Serve Indiana / AmeriCorps**

**Position Title:** Digital Fellow

**Program:** Digital Fellow with the Purdue Center for Regional Development and the Southern Indiana Development Commission (SIDC)

**Site Location:** Southern Indiana Development Commission (SIDC) headquartered in Loogootee, IN and/or remotely

**Website:** <https://www.pcrd.purdue.edu/>; <https://www.sidc.cc/>

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

**Description of Duties:** Members will be responsible for a variety of duties, including developing and implementing regional digital plans. Develop, implement, and conduct workshops and trainings on digital literacy, digital plans, the digital divide related to small businesses, the economy, tourism, digital skills, and housing in the SIDC Region.

**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 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 SIDC regional representative

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