

**THRIVE INDIANA ECONOMIC DEVELOPMENT DISTRICT
– AN EQUAL OPPORTUNITY EMPLOYER –**

POSITION DESCRIPTION

Working Title: Digital Inclusion Specialist

Official Title: Digital Fellow

Classification Title: Temporary; Fixed Duration Position

Terms of Service: Approximately February 1, 2021 – December 31, 2021

Department/Division: Economic Development Division (EDD)

Location: Terre Haute, IN – Main Office (sometimes Purdue campuses)

Website: <https://www.pcrd.purdue.edu/>; <http://www.indianampo.com/phone/wciedd.html>

Working Hours: 8-4:30/5; with occasional to frequent evening meetings; 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

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

Position: Dependent upon funding

I. Position Summary:

The Digital Inclusion Specialist will work in conjunction with Purdue Center for Regional Development (PCRD) and Thrive West Central to establish, develop, and implement a “Digital Inclusion Plan” across six counties in West Central Indiana. The Specialist will undergo a training process sponsored by PCRD that will provide a comprehensive understanding in digital planning and strategies, economic and community development, digital ready businesses and communities, and related topics. The Specialist will then work directly with Thrive staff and key community stakeholders to implement a Digital Inclusion Plan specifically tailored to the needs of small businesses, economic development organizations, and other institutions across West Central Indiana, with a specific focus on supporting and enhancing existing COVID economic recovery and resilience efforts.

Thrive’s core focus and mission is to be an innovation regional driver dedicated to enhancing community assets while improving the overall quality of life in West Central Indiana through complex-problem-solving, quality service, and collaborative partnerships. The organizational mission and vision for West Central Indiana will intertwine with this position, and the Digital Fellow should be prepared to support these efforts through the specific focus of Digital Inclusion.

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In addition to participation in the AmeriCorps program, a successful Specialist will grow to possess a strong understanding of topics including (but not limited to) digital inclusion, broadband usage and development, digital commerce and business development, and community outreach and education principles. The Specialist must be able to collaborate and communicate effectively with Thrive staff members, tailoring PCRDC digital principles to the specific needs of the organization and region. The Specialist must also be able to effectively build relationships with business leaders, elected officials, government employees, and other key stakeholders throughout the region. The Fellow should possess strong written and verbal communication and presentation skills and be an innovative problem solver.

II. Duties and Responsibilities: (The following statements describe the principal functions and responsibilities but should not be considered an all-inclusive listing of work requirements.)

1. Completes PCRDC-sponsored training on digital inclusion, planning and strategies, economic and community development, digital ready businesses and communities, and data analysis.
2. Develops a strong understanding of the needs/challenges of and opportunities in communities across the West Central Indiana region.
3. Develops a Digital Inclusion Plan (and other plans if needed) for West Central Indiana, with a specific focus on broadband development and education for small businesses and other regional institutions foundational to economic and community development.
4. Evaluates results of upcoming regional community needs survey as it pertains to digital readiness and capacity (or lack thereof).
5. Attends all COVID economic recovery and resilience community meetings with Executive Director, Director of Business Development, and Economic Recovery Coordinator. Evaluates stakeholder feedback as it pertains to goals and action items in the Digital Inclusion Plan.
6. Provides feedback on and suggestions to additional digital action items for inclusion in short- and long-term economic recovery strategies.
7. Provides one-on-one coaching with small businesses and other institutions regarding priority items in Digital Inclusion Plan.
8. Facilitates community education and training sessions pertaining to Digital Inclusion Plan.
9. Educates local, regional, and statewide government officials on importance of digital inclusion and readiness.
10. Provides periodic training to Thrive staff members on basic principles of digital inclusion and readiness. Available to respond to internal questions and concerns regarding digital inclusion and readiness as needed.

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11. Conducts a final assessment on the state of digital inclusion and readiness in West Central Indiana. Provides an analysis of the relative success of action items in the Digital Inclusion Plan and makes recommendations regarding future action items as they pertain to regional resiliency.
12. Maintain a safe, emotional, and physically health work environment. Strive to serve not only the communities and residents within our region but strive to serve your employees to empower them to continue to learn, grow, and develop both personally and professionally.
13. Perform related work or other duties as assigned.

III. Accountability:

The Digital Fellow is jointly accountable to PCRCD and WCIEDD. Within WCIEDD, the Fellow will directly report to the Executive Director.

IV. Requirements:

1. Participation in the AmeriCorps program.
2. A Bachelor's degree in public/business administration, community development, political science, or related field.
3. Demonstrated evidence of commitment to public and/or community service. 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.
4. Must possess and maintain a valid driver's license and clean driving record. Ability to operate a motor vehicle in a responsible and safe manner.
5. Physical ability to squat, bend, kneel, and stand frequently, as well as sit in a vehicle for extended periods of time.
6. Demonstrate regular and reliable attendance in the office; have reliable internet at home when working remotely
7. Maintain strict confidentiality on organizational operations when necessary; in addition, confidentiality on projects.
8. Be an advocate for the organization always. Maintain and enhance the organization's commitment to customer service, integrity, collaboration quality, transparency, sustainability, and innovation throughout the region, state, and nationally.