



Job Description

POSITION:	Executive Assistant
STATUS:	Full-time, Exempt
ORGANIZATION:	16 Tech Community Corporation
REPORTS TO:	Chief Executive Officer, 16 Tech Community Corporation

ORGANIZATION OVERVIEW

16 Tech Community Corporation, Inc. is the non-profit organizer and manager of a 50-acre advanced technologies innovation district in downtown Indianapolis, Indiana. 16 Tech Innovation District (“16 Tech”) is a growing urban community for scientific research, technology innovation, entrepreneurial activity, and talent attraction, with a focus on startups and corporations in the bioscience, tech and advanced engineering sectors.

16 Tech serves as a signature development project for the new, metropolitan-based 21st century economy of advanced industries and university partners as well as an accelerator for Indiana’s innovation community, catapulting the region to global recognition for cross-sector collaboration and innovation.

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 Executive Assistant (EA) is a full-time position and the lead team member for keeping the small and fast-paced 16 Tech team and office running efficiently. This position works closely with the executive leadership team and has visibility into all aspects of the developing 16 Tech Innovation District, and also exercises significant judgment over calendars and the process of decision-making of the 16 Tech executive team.

Specifically, you will provide support to the CEO, COO, CFO of 16 Tech, with emphasis on scheduling meetings and coordinating events, supporting board relations, as well as initiating and leading administrative and organizational projects. In addition, the EA will support day-to-day operations for the 16 Tech team and assist with project management for key initiatives.

The ideal candidate will demonstrate attention to detail and initiative, excellent communication, and organizational skills and experience working in an entrepreneurial team. He/she will be motivated by helping to build process and create culture that ensures the success and execution of 16 Tech.

JOB RESPONSIBILITIES

Administrative and Logistical Support

- Provide administrative support to the CEO, COO, CFO including maintaining calendars, meeting schedules, and contact lists
- Plan, schedule, and manage logistics for meetings and appointments; make travel and guest arrangements as needed; prioritizing the most sensitive matters
- Coordinate executive communications including distribution of meeting notices, meeting materials, minutes, update emails, etc.
- Work closely with the executive team to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Support meeting preparation including research on key stakeholders and initiatives
- Prepare and edit presentations, grant reports, and related correspondence
- Exhibits ownership and leads the organizations use of office technology including digital filing, contact databases, etc.
- Manage all aspects of organization's office services. Evaluate and assist in developing office policies and procedures for improved workflow and anticipate future needs as organization grows. Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of organization
- Manages information flow in a timely and accurate manner
- Provide additional support to the CEO, COO, and CFO and entire team as requested
- Identify and support the implementation of new systems and structures as appropriate
- Support other special projects as assigned

Board of Directors & External Stakeholder Relations

- Support board and committee meetings including scheduling, preparation, and distribution of materials
- Assist with board communications including meeting notices, updates, distributing press releases, etc.
- Prepares minutes to Board of Directors, and all related Committees meetings.

MINIMUM QUALIFICATIONS AND DESIRED SKILLS

- Bachelor's Degree preferred, or equivalent of education, training, and experience
- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Significant executive support experience, including supporting C-level executives.
- Experience working with a nonprofit board experience is highly-preferred
- Self-starter who can, with minimal direction, execute tasks effectively
- Exceptional attention to detail
- Superior customer service skills
- Excellent written and verbal communication skills
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and funded partners.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Proven ability to handle confidential information with discretion
- Highly proficient in Microsoft Office (Outlook, Power Point, Word, and Excel), Google Suite (Gmail, Google Calendar, Docs, etc.), Box, DocuSign, and Adobe Acrobat
- Highly adaptable and able to move between various tasks with ease

Updated April 2021

BENEFITS

- This position is an outstanding opportunity for a highly motivated executive assistant to assume a pivotal role in the evolution of a fast-growing, highly respected organization. As such, compensation for this role is competitive. The starting salary will be commensurate with candidate experience.
- Health, dental, vision, prescription, long-term disability, short-term disability, and life insurance
- PTO, Holidays, and matching 401(k).

To apply please submit resume, cover letter, and two professional references to hr@16tech.com.

16 Tech Community Corporation and related entities are Equal Employment Opportunity and Affirmative Action Employers. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.

More information is available at www.16tech.com.