



Southeast Neighborhood Development (SEND): Southeast Community Builder

SEND is a non-profit community development corporation that advocates for housing, economic, and social equity by collaborating with residents, business owners, and community partners to create and maintain inclusive, healthy, and vibrant neighborhoods in southeast Indy. Our mission is accomplished through our affordable housing, economic development, and community building programs.

SEND seeks a full-time Community Builder to advance quality of life planning efforts. The Community Builder will activate neighbors and community stakeholders to engage with and implement three neighborhood-based plans, including the [Southeast](#) and [South Indy](#) quality of life plans (QOLP) and the [Twin Aire Great Places 2020](#). Key focus areas include, but are not limited to, affordable housing, health and wellness, education and workforce development, public safety, infrastructure, placemaking, and public space. This is a salaried position with benefits including health insurance and paid time off (PTO). To apply, please send resume, cover letter, and salary expectations to Kelli Mirgeaux, President, at Kelli@sendcdc.org.

Position Summary

Working actively to engage Southeast neighbors and community partners, the Community Builder will work to strengthen Southeast Indianapolis' quality of life. Southeast Indianapolis is comprised of 22+ neighborhoods and a variety of community organizations and institutions.

The Community Builder is responsible for working collaboratively with neighborhood residents, partner organizations, funders, and SEND staff to implement equitable and inclusive deliverables outlined in the Quality of Life and Great Places 2020 plans. This includes maintaining and updating each plan and accurately tracking and reporting data to funders, community partners, and neighborhood groups. The position will also be responsible for ensuring that each plan is reflective of community input, aligned across various initiatives within Southeast, and that the community has a clear understanding of each plan.

A critical part of this position will be directly convening or participating in committees, workgroups, association meetings and task forces, in addition to supporting the functional implementation of initiatives. The position will provide administrative support that includes communication, marketing, and engagement of residents. This position is also responsible for intentional and purposeful collaboration between agencies, groups, and neighborhood associations throughout Southeast neighborhoods.

Essential Position Duties & Responsibilities

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

- Communicate activities, progress, and engagement opportunities through marketing and outreach, including but not limited to, email newsletters, website updates, and periodic mailings
- Maintain and update the Quality of Life and Great Places 2020 plans, ensure plans are reflective of community input and that community stakeholders have a clear understanding of each plan
- Assist residents, groups, organizations, and institutions with identifying neighborhood assets and needs
- Assist in creating partnerships between families, residents, neighborhood-based organizations, faith-based organizations, city/state government, health and human service providers, community development corporations, educational institutions, housing, local businesses, and other community assets

**3230 Southeastern Avenue
Indianapolis, IN 46203
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- Share community data and provide access to information for the benefit of neighbors, groups, organizations, and institutions
- Compile, assemble, and distribute stories about neighborhood community building, planning, and implementation process
- Engage in neighborhood events for outreach and public relations and coordinate volunteer opportunities
- Ensure compliance with all grants, contract, and reporting requirements and ensure that program goals and objectives are met
- Other duties as assigned

Critical and Demonstrable Qualifications, Knowledge, Skills, and Abilities

- Knowledge of Southeast Indianapolis, including neighborhood resources, demographics, and community assets preferred
- Cultural comprehension and appreciation of diversity with the ability to communicate with a variety of individuals with diverse backgrounds, education, and economic levels and roles effectively and tactfully
- Ability to be a collaborator and to promote broad consensus about strategies, plans and specific actions among diverse interests
- Excellent time management and the ability to work independently, learn, and engage in self-learning
- Effective planning skills, with the ability to successfully manage a project from start to finish within established timeframes and be initiative-taking in anticipating and alerting others to problems with projects or processes
- Effective verbal, written, and people skills, as well as strong listening skills
- Proficient in Microsoft Office Suite with the ability to manage and report data
- Proficient in virtual/hybrid meeting products such as Zoom, Facebook Live, and/or Owl preferred
- Ability to be flexible in your day-to-day work schedule including evening and weekend meetings with the ability to travel to meetings
- Bi-lingual fluency (English and Spanish) preferred

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be physically present in the office and travel to meetings and events. The requirements listed are representative of the basic knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to pass standard agency pre-employment screenings

Education and/or Experience

Bachelor's degree preferred but not required. Demonstrated experience in community organizing, coalition building, and working with diverse groups or relatable experience strongly preferred.

About SEND and Southeast Indy

As a convener and community builder of the southeast side, SEND takes a grassroots approach alongside residents, assisting communities by elevating neighbors' voices to activate the changes they desire to see in their neighborhoods. SEND serves as convener in the [Southeast Quality of Life Plan](#) and [South Indy Quality of Life Plan](#), and frequently attends neighborhood association meetings throughout all of the near southeast side. In addition, SEND worked together with the [Twin Aire Neighborhood Coalition \(TANC\)](#) to apply for, and subsequently receive, Twin Aire's designation as a LISC 2020 Great Place.

SEND is an Equal Opportunity Employer.

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