**DigitalC Tech Hive Program Associate**

A self-starter passionate about placemaking and building communities. Success in this role will require fanatical organization, creative problem solving, and a love of working with a wide range of people. Reports to the Director of Place. Responsibilities will include the following but can be expanded based on opportunity:

**Programming**

- **Requirements:**
  - Community building, marketing, and social media skills to attract a diverse audience at the intersection of technology and community
  - Passionate connector for community members
- **Responsibilities:**
  - Research, create, and execute programming for diverse audiences focused on the intersection of community and technology within the Midtown Tech Hive
  - Become an expert in programming that creates a welcoming and engaged community within the Tech Hive within the framework of Cleveland making the transition to a technology driven economy that is inclusive,
  - Develop a deep knowledge of Cleveland’s innovation networks and act as an expert referral resource
  - Spend a portion of the work week at the concierge desk welcoming and assisting community members

**Facilities Management**

- **Requirements:**
  - Creatively problem solve, sometimes under tight time and budget constraints ranging from the physical building, jammed copiers, testy tenants, and big asks from community members
  - Willing to pitch in regardless of the size of the job
- **Responsibilities:**
  - Invent, implement, and maintain facility systems (room reservations, repairs / maintenance, technology, housekeeping et al.)
  - Responsible for tenant on-boarding

**Real Estate Development**

This work will be concentrated in the lead up to the Hive’s opening in mid-November

- Financial analysis to track hard and soft project costs compared to budget
- Attend construction and design meetings
- Assist with securing tenants, associate will focus on coworkers