



Job Description: Business Manager, 40 West Digital Social Enterprise

Compensation: \$47,000 to \$53,000 salary

The mission of Martin Luther King Community Center is to educate youth, empower families, and build community through quality multi-generational programs that advocate for our neighbors, promote racial justice, and provide a peaceful space to connect. MLK Center is adding to our digital technology team to work with young adults in our video production apprenticeship program.

The Business Manager is responsible for managing all activities related to the launching and growing our new social enterprise at MLK Center. This social enterprise employs young people ages 17-24 who have graduated from our Apprenticeship and Residency program in video production.

This position works closely with the Apprenticeship Coordinator, Video Instructor, and reports to the Program Director. Some evening and weekend hours are part of this position.

A typical day in this position might include:

- Work with Marketing Coordinator to develop new flyer and brochure for 40 West Digital products and sales
- Make contact with potential business customers to explain program and sell video production services
- Coordinate activities with Apprenticeship Coordinator and Best Buy Teen Tech Center coordinator to ensure equipment and space are care for
- Coordinator production schedules with Video Instructor and enterprise employees
- Assist Apprenticeship Coordinator at an outreach event to review 17 to 24 year-olds into the apprenticeship program to fill the next cohort
- Conduct pre-surveys to measure baseline knowledge and perceptions
- Confirm details and reserve transportation for a video shoot in the field
- Meet with the 40 West Digital program team to discuss team goals and progress toward those goals
- Work with Financial and Operations Director to prepare invoices and send to client for payment
- Attending a professional development session on new technology or youth development

This position might be for you if:

- You have experience selling products and services in a social enterprise setting.
- Have a proven track record working with young people from Indianapolis neighborhoods like Butler Tarkington, Crown Hill, Mapleton-Fallcreek, and Meridian Kessler. You have a

passion for mentoring young people who need encouragement and a safe place to find their voice.

- Problem solving is your superpower. You like working as a team to solve problems in creative ways.
- You provide excellent customer and understand our commitment to developing young people while providing a high quality video product.
- Practice Dr King's Nonviolence Principles (training is mandatory)

To be offered one of these positions, you need to have a proven track record getting things done and helping young people solve problems in a similar social enterprise or small business setting. You must agree to submit to a drug screen and criminal background check. History does not preclude hiring. Please submit your resume and a paragraph about why you want to be part of this hard-working team to MLKCenterIndy@TalbotTalent.com. No phone calls please.