



MDC Position Description

Program Associate

[MDC](#), a nonprofit in Durham, N.C., focused on expanding opportunity, reducing poverty, and promoting equity, particularly in the South, seeks a program associate to provide critical support on a variety of projects and place-based initiatives, including:

- [Great Expectations](#) – ensuring that economically disadvantaged young children in Forsyth County, North Carolina enter elementary school prepared for learning and life success
- [Healthy Places North Carolina](#) – building the capacity of rural community colleges to implement health and wellness programming to influence healthy behaviors on campus and in their communities
- [Network for Southern Economic Mobility](#) – a network of Southern communities focused on the systems change required to advance the economic mobility of low-income youth marginalized youth (14-24)

Principal responsibilities will include:

- Staying abreast of developments in mission-related areas and especially in fields relevant to the assigned projects and preparing written briefs for staff members
- Working closely with staff on the preparation of presentations and supporting materials
- Managing community outreach, including newsletter development and outreach and invitations for major events
- Leading project-specific social media strategy
- Coordinating the logistics of major convenings and events
- Supporting data collection and analyses that demonstrate MDC's effectiveness and impact
- Providing direct administrative support to project team members
- Serving as occasional back-up to other administrative and operations staff

The Program Associate should have at a minimum a BA or BS degree. In addition, candidates must have:

- Excellent organizational and time management skills and ability to track deliverables and milestones across several projects simultaneously
- Excellent oral and written communication skills
- Excellent interpersonal skills and capacity to work in a collaborative team environment
- An ability to work independently
- A commitment to creating equity across the South and the nation, with a strong racial equity lens
- Facility with Microsoft Office (including Word, Excel); knowledge of tools for graphic representation and experience with CRM systems a plus

MDC enjoys strong financial support from national and regional partners in private philanthropy, business, and government. Our operating principle is: Education + Work + Assets = the Pathway to Opportunity, and our strategy is to:

- Frame a progressive Southern agenda through presentation and dissemination of data and

analysis in the State of the South report, blog, and website, and by hosting conferences at the regional, state, and local levels

- Organize leaders to create the will to act by helping them understand the Infrastructure of Opportunity and the ways communities can and are building them based on their unique situations
- Demonstrate promising solutions, often through creation of broad-based community partnerships
- Scale/sustain what works by making systemic changes that strengthen the infrastructure of opportunity

MDC offers a competitive salary and benefits, commensurate with experience and skills.

MDC is proud to be an equal opportunity employer, and as an organization committed to diversity and equity, it is our policy to provide an equal employment opportunity to all individuals without regard to age, color, race, religion, national origin, disability, military/veteran status, sex, gender, gender expression, sexual orientation, or status in any other group, protected by federal or local law or for any other reason. We strongly encourage applications from people of color, as well as women, the LGBTQ+ community, and members of underrepresented groups. Reasonable accommodations are available on request.

For more info about MDC, go to www.mdcinc.org. Send cover letter and resume to info@mdcinc.org no later than Monday, September 5, 2017. Please be sure to put **Program Associate Application** in the subject line.