



OPEN POSITION: PROGRAM ASSOCIATE MARKETING, EVENTS, & ADMINISTRATION FOCUS

Close Date: February 15, 2021

Salary Range: \$35,000-\$45,000 per year plus competitive benefits

Background

The Memphis Medical District Collaborative (MMDC) seeks a qualified Program Associate to join our growing team. Established in 2016, MMDC is a not-for-profit, community development organization committed to strengthening the communities between and around the eight major anchor institutions in the Memphis Medical District. The Memphis Medical District is home to eight medical and educational anchor institutions and more than 10,000 residents. Together, the institutions have more than 30,000 employees and students, a collective operating budget of \$3 Billion, are in the midst of more than \$3.5 Billion in planned or current capital expansions, and control more than 300 acres of real estate. The institutions, along with local and national philanthropy, support the work of MMDC to revitalize the Memphis Medical District, create a vibrant link between Downtown and Midtown Memphis, and build community wealth.

MMDC Program Portfolios

MMDC's approach is comprehensive and inclusive of residents, employees, students, and visitors to the district. MMDC focuses on the following five program portfolios:

1. **Quality Public Spaces** – Parks, Streetscapes, Landscaping, Placemaking, and Programming.
2. **Clean and Safe Streets**– Coordination of greening, cleaning, and safety efforts across the District.
3. **Community and Economic Development** – Supporting and connecting the diverse neighborhoods in the district through growing and attracting small businesses, as well as programs focused on economic inclusion.
4. **Real Estate** – Cultivating a rich environment for appropriate development with a focus on creating mixed-use, mixed income places.
5. **Transportation**– Working with anchor institutions to launch a Transportation Management Association to increase transportation options to and around the Medical District.

Program Associate Responsibilities

The Program Associate position will support marketing and events across all program portfolios. Under the direction of MMDC's Program Manager, these duties may include:

- Copywriting, blogging, and other content generation, editing, and management for website, social media, and newsletter
- Planning, managing, and executing a social strategy, and collecting data
- Creating and maintaining event listings on social media and other event calendars online
- Supporting graphic design and print production of marketing materials
- Tracking and maintaining press clippings and photography archives
- Working with and across all program areas in the planning, execution and promotion of events and event grants
- Provide additional PR and marketing support as needed

Additionally, the Program Associate will support the COO in executing a variety of duties related to both Board and general operations. These duties may include:

- Scheduling and organizing Board of Directors meetings, including coordination of location, catering, attendance, and technology; developing and distributing board packets; and scheduling and organizing committee meetings.
- Managing office supply needs and technology, including the info@mdcollaborative.org email and main phone line.
- Coordinate meeting room reservations, staff chores, and check pick up processes.
- Support general HR and finance needs, including tracking and updating staff contact info, coordinating staff celebrations, supporting bi-weekly check runs, etc.

Candidate Qualifications

The ideal candidate will be:

- Detail-oriented with exceptional organizational skills and an ability organize and prioritize workload effectively
- Experienced in social media planning and writing, as well as editorial tools like Mailchimp and Squarespace
- A strong writer, editor, and verbal communicator across a broad range of platforms
- An energetic, self-starter, who is comfortable working independently and in small teams
- Highly organized and able to manage competing priorities, tasks, and deadlines
- Confident working in a fast-paced, start-up environment, and possess a desire to grow within a dynamic and high-performing team.
- Graphic design (utilizing Adobe Suite and/or Canva) and photography skills are a plus

Additionally, the candidate must have:

- An interest in planning, urban design, architecture, or transportation;
- A background with program management;
- Knowledge of community development, real estate, and/or community engagement is a plus.

Minimum Qualifications

- A bachelor's degree in a related field with a minimum of two years' professional experience.
- Excellent oral and written communication skills.
- Must be comfortable advocating for your positions and speaking in public.
- Strong organizational skills and commitment to meet deadlines.
- Passion for social, economic and/or civic issues.
- Experience with place-based initiatives (ie. CDC; medical district; innovation district; neighborhood redevelopment).

Submittal

If you are interested in applying, please submit your resume and cover letter to asheridan@mdcollaborative.org. In your cover letter, let us know why you are interested in this type of work and specifically what your experiences have taught you about how design of the built environment, transportation options, and community work together to make great places.

NO PHONE CALLS. For more information please visit www.mdcollaborative.org.

Equal Opportunity

MMDC provides equal employment opportunities to all employees, applicants, and job seekers, and is committed to making decisions using reasonable standards based on each individual's qualifications as they relate to a particular employment action (e.g., hiring, training, promotions). No person shall be discriminated against in employment or harassed because of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a physical or mental disability unrelated to ability, protected veteran status, military status, unfavorable discharge from military service, citizenship status, genetic information, marital status, parental status, ancestry, source of income, credit history, housing status, order of protection status, actual or perceived association with such a person or other classes protected by law. This policy includes the commitment to maintaining a work environment free from unlawful harassment.