Title | Program Associate  
--- | ---  
Reports To | Program Coordinator, Quality Public Realm  
Summary | Seeking a Program Associate to support MMDC’s work in both public realm and community engagement.  
Experience and Education |  
• An urban planning and community engagement specialist  
• A bachelor’s degree or equivalent work experience required  
• 1-3 years related job experience  
Salary Range | $35,000 - $40,000 plus competitive benefits. Commensurate with experience.

Background

The Memphis Medical District Collaborative (MMDC) seeks a qualified Program Associate to join our team. Established in 2016, MMDC is a not-for-profit, community development organization working with anchor institutions to strengthen the connections, communities, and campuses in the Memphis Medical District so they are more vibrant, prosperous, and equitable. The Memphis Medical District is home to eight medical and educational anchor institutions and more than 10,000 residents. Together, the institutions have nearly 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. In addition to connecting the dots across the eight institutions, MMDC focuses on the following program portfolios:

1. Quality Public Realm – Parks, Streetscapes, Plazas, Connections, and Transportation/Mobility.
2. Clean and Safe Streets – District Ambassador program; Coordination of safety efforts and environmental improvements.
3. Communications & Engagement – Activation of spaces, community engagement, and telling the District’s story.
4. Community and Economic Development – Supporting and connecting the diverse neighborhoods in the District through planning, growing and attracting small businesses as well as supporting existing businesses.
5. Real Estate – Cultivating a rich environment for appropriate development with a focus on creating mixed-use, mixed-income places.
6. Anchor Programs – Leveraging institutional demand through - Live Local, Buy Local, and Hire Local Strategies.
Position Description

The Program Associate will report to the Quality Public Realm Program Coordinator and support the strategy and implementation of MMDC’s Quality Public Realm work related to streetscape improvements and maintenance, public space enhancements and management, and placemaking. This work may include:

- Weekly field operations and public realm checks;
- Coordination with project teams to execute small area and neighborhood playbooks;
- Organization and execution of mobility campaigns;
- Developing and managing tools for tracking public realm projects, maintenance, and material;

Additionally, the Program Associate will support MMDC’s Communications team as they engage communities across the Medical district through:

- Identifying and building relationships with neighborhood champions;
- Attending and engaging with neighborhood associations and organizations;
- Supporting the administering of neighborhood grants;
- Supporting public space events and activations; and
- Tracking and reporting on program KPIs and goals

Candidate Qualifications

The ideal candidate will possess a Bachelor’s Degree and a minimum of 1-3 years of relevant experience in placemaking and community engagement. They will be data-driven and people-focused. They will be an urbanist with a deep understanding of, and passion for, urban planning principles and practices. They will be committed to the regeneration of urban neighborhoods and to working closely with our network of medical and educational anchor institutions, advisers, local businesses, community leaders, and residents. They will have a demonstrated interest in and commitment to community engagement in the community development process.

The ideal candidate must be an energetic, self-starter, who is well organized, and capable of functioning in a very independent environment. They must be confident working in a fast-paced, start-up environment, and possess a desire to grow within a dynamic and high-performing team.

Additionally, the candidate must have:

- Excellent oral and written communication skills;
- 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 in program management and with GIS and data analytics is a plus; and
- Experience with place-based initiatives (ie. CDC; medical district; innovation district; neighborhood redevelopment).

- Experience with community / neighborhood engagement and planning (i.e. focus group / charrette planning, small area planning or comprehensive planning)
More, we are seeking a candidate with the following attributes:

- Has a positive, open, creative, and flexible attitude;
- Is comfortable managing several different types of projects simultaneously;
- Collaborates and openly shares information with team and stakeholders;
- Analyzes data, national trends, and research;
- A desire to grow with a group of people working to make Memphis a more vibrant place

Submittal
If you are interested in applying, please submit your resume and cover letter to info@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, real-estate and community work together to make great places.

NO PHONE CALLS. For more information: 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.