MEMPHIS MEDICAL DISTRICT COLLABORATIVE

OPEN POSITION: Program Associate, Anchor Programs (part-time)
REPORTS TO: Anchor Programs Director
ANNUAL SALARY: $25,000
START DATE: March 1, 2022

Responsibilities

MMDC is looking for a part-time Program Associate (PA) to support our Anchor Programs:

40% Support to Live Local
- Support 2022 program review and streamlining
- Manage application process, including application review, data entry and tracking, and employer and employee communications and coordination
- Promote program to external audiences

40% Support to Hire Local
- Assist with community engagement events as needed
- Create and maintain a list of community events for program marketing
- Track and report program milestones to internal and external stakeholders
- Track and monitor program graduates, collect and report milestones and success stories, and coordinate supportive services
- Maintain participant records

20% General Anchor Program Support (as needed)
- Generate and share supplier leads to Anchor partners
- Support fundraising efforts to grow and expand programmatic work
- Support Anchor procurement council meetings and vendor presentations for Buy Local

Qualifications: The ideal candidate must be an energetic, self-starter, with a positive, open, creative, and flexible attitude. They must be confident working in a fast-paced, start-up environment, and demonstrate a desire to grow within a dynamic and high-performing team. Qualified candidates will possess the following:

- Bachelor degree or equivalent combination of education and work experience
- Three or more years work experience is preferred
- Passion for social, economic, and/or civic issues, and the desire to make the Medical District a more vibrant, prosperous, and equitable place
- Strong organizational and time management skills - deadline driven
- Experience with and a passion for community engagement
- Adept at problem solving and working collaboratively
- Experience guiding projects from ideation to fruition
- Excellent oral and written communication skills
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- Experience with data management, tracking, and reporting

To Apply: 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, real-estate 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.

Background: Founded in 2016, the Memphis Medical District Collaborative (MMDC) is a community development organization working with Anchor institutions to strengthen the connections, communities, and campuses in the Memphis Medical District (the “District”) so they are more vibrant, prosperous, and equitable. MMDC envisions a future Medical District in which individuals and families live, work, play, and learn within a cohesive, vibrant, and identifiable Medical District.

The District encompasses a 2.6 square mile area, from The Pinch, to the Peabody-Vance neighborhoods and includes roughly 9K residents, 33K employees, and 8K students. The vast majority of residents are renters, with just 10% of homes owner-occupied, and a median household income of $19k, with 43% of households living below the poverty line.

One of MMDC’s 2021-2025 Strategic Plan goals is to build community wealth through increased resident employment and decreased income disparities across the District. MMDC Anchor Programs are essential to achieving this goal of building community wealth. MMDC Anchor Programs include:

- Hire Local - A partnership with participating anchor institutions and local workforce providers to connect training, education, and employment opportunities to residents in and around the District.
- Buy Local - Dedicated to increasing the amount of local goods and services that District institutions purchase from businesses located in Memphis.
- Live Local - Rental & home purchase assistance for eligible Anchor employees living/moving to the District.