



Organization:

Hill Community Development Corporation

Job Title:

Programs and Communications Associate

Reports To:

Programs & Policy Manager

FLSA:

Full-time/Exempt

Job Summary:

The Programs and Communications Associate supports and administers the programmatic services and communications of the Hill CDC, and focuses on timely and responsive delivery to the community. This includes, but is not limited to current and new businesses in the Hill District, the Hill District 100 initiative, workforce related programs, policy initiatives, working on special projects as assigned, and communications of the organization via social media, website, E-Blast, content creation, etc. The position requires effective project management, solid customer relation skills, writing and responsive communication with a myriad of internal and external stakeholders, and the ability to create and foster partnerships and collaborations. The ideal candidate will have tactical bearing planning and implementing programs, and coordinating associated support systems to effectively deliver the needs of the organization.

Essential Functions:

- Support the Programs & Policy Manager in developing new and facilitating existing programs, committees and initiatives
- Coordinate and utilize programs such as the Hill District 100 (homeownership program), BizU/BizLab (business programs), and other related assignments
- Extensively communicate via social media, email and verbally with residents and key stakeholders;
- Coordinate related events and assure that they are well communicated, advertised and delivered on time and within the budget allocated for the work;
- Coordinate effective goal setting and delivery of mission critical work;
- Conduct effective project management of committees, programs and policy initiatives

- Research and track policy initiatives as assigned
- Contribute to fundraising efforts by writing and managing grants as required to support the programmatic work of the organization;
- Coordinate special events (stakeholder meetings, teleconferences, town halls, community related activities, etc.) as needed;
- Work collaboratively with a diverse team of internal team members and community partners;
- Perform administrative duties with considerable attention to details and relationship-building;
- Draft and update relevant social media, website, E-Blasts, and general communications content for the organization i.e. press releases, announcements etc. Coordinate team members to provide consistent content;
- Utilize an empowerment model of community and economic development such as informing, educating, centering and engaging residents and stakeholders throughout organizational work and processes.

Requirements:

- Ability to work well with others, and with a passion for service to others
- Strong administrative skills
- Ability to multi-task
- Highly-developed and effective verbal and written communication skills
- Ability to work independently and as part of a team
- Proactive thinking with detail-oriented and creative problem solving approach
- 3-5 years of professional work experience in a related or transferrable field is required
- Excellent communication and technology skills are required. MS Word, Excel, Outlook, PowerPoint are essential. Graphic design, web and database experience is a plus.
- Solid project management and organizational skills are essential
- Coachable
- Related Bachelor's Degree is preferred; however commensurate work experience will be considered in lieu of degree.

Salary:

Commensurate with experience

Working conditions

- 9am – 5pm and extended hours as required; several evenings per month are required
- Use of a personal vehicle may be required
- A valid driver's license is required

Compensation

- Paid twice monthly
- Compensation is commensurate with experience

To Apply

Interested applicants should send a resume and cover letter to apply@hilldistrict.org. Submissions should include all relevant experience and salary expectations and the subject line: Programs & Communications Associate.

The Hill CDC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.