

MACDC Communications and Operations Fellowship 2019 - 2021

MACDC is a membership organization that seeks to build and sustain a high performing and adaptive community development sector that is supported by private and public investment and sound public policies. We advance racial and economic equity by creating healthy communities where everyone lives in housing they can afford, benefits from economic opportunities and can fully participate in the civic life of their community.

Communications and Operations Fellow Description

MACDC is looking for a candidate with the desire to serve in a two-year Fellowship grounded in the Community Development field. The Fellow will staff the day-to-day communications and operations of MACDC and provide program support to MACDC's Senior Staff, including its President and CEO. This is a great opportunity for someone who is interested in entering the community development field, learning how a nonprofit operates from within, and finding creative ways to tell powerful stories of individual and community transformation. For an ambitious problem solver who is excited to work with nonprofit leaders and desires to help build a high-performing operations and communications infrastructure at MACDC, there is also potential to expand the position and responsibilities to support new project or program development. The ideal candidate will be creative, insightful, and passionate to learn and grow.

MACDC is active on social media (Twitter and Facebook), maintains two websites (macdc.org and melkingsintitute.org), and issues at least two e-newsletters monthly. We are also excited to see how other media may help increase the general public's awareness and understanding of our field, its importance to their lives and their community, and why they should support our work.

Communications Responsibilities

- Write blog posts/newsletter articles, and press releases to tell the stories of our work and that of our members;
- Produce a bi-monthly e-newsletter;
- Work with staff on content creation;
- Draft, edit, and update MACDC web content using a CMS;
- Develop and execute social media strategies and content creation;
- Help run reports on MACDC and Mel King Institute social media metrics.

Operations Responsibilities

- Provide operational support to ensure the office runs smoothly;
- Ensure general office upkeep, and purchasing office supplies;
- Greet guests, respond to phone and email inquiries, and collect and distribute mail;
- Support President & CEO: Scheduling and staffing meetings.

Special Projects

- Based on the interest of the Fellow and the needs of the program, we will identify special projects for the Fellow such as writing a special/highlighted series of blog articles, completing a research project, or helping a senior staff person execute on a program;
- Assist in the planning and implementation of organization-wide events, including the Annual Meeting / Conference, Lobby Day, and Mel King Institute Annual Breakfast;
- Support senior staff on their programs and projects, as needed.

Required Skills and Experience

- Bachelor's Degree, or strong history in relevant work experience;
- Strong writing and editing skills - appreciates the power of good storytelling and visuals with an eye toward design;
- Tenacity in learning new skills, identifying solutions, and resolving issues;
- Excellent interpersonal and communication skills and ability to interact with staff at all levels;
- Required experience in Microsoft Office Suite, especially Word, Excel, PowerPoint, and Outlook;
- Strong oral and written communication skills;
- Ability to work on a diverse set of projects simultaneously;
- Graphic design skills (knowledge of Photoshop a plus);
- Website CMS experience (knowledge of Drupal a plus);
- Experience in Salesforce a plus;
- Demonstrates leadership potential;
- Able to work well independently and in teams.

Fellowship Benefits

- Exposure to practitioners and leaders across Massachusetts Community Development Field;
- Access to professional education opportunities through the Mel King Institute;
- Opportunity to lead a special project based on your specific interests;
- Opportunity to attend one national Community Development Conference or Training (in year two);
- Opportunity to visit CDCs across the state to learn about their work and deepen your knowledge of the field.

Salary / Compensation:

- \$40,000 salary, FTE;
- Benefits include vacation and sick time, health insurance, monthly T-pass, and professional development opportunities;
- Educational Stipend of \$2,000 upon completion of Fellowship.

To apply for the MACDC two-year fellowship, send an email to John Fitterer (johnf@macdc.org) with resume and cover letter attached.

MACDC seeks to create an inclusive workplace where all people are welcomed regardless of their ethnicity, race, income, age, or abilities. We seek to create an organization and community development field that is reflective of the people we serve.