

JOB DESCRIPTION:

Program Associate



RURAL FORWARD
NORTH CAROLINA

Rural Forward NC seeks an advanced or graduate-level student to support community-based and community-led technical assistance and consulting services in rural North Carolina.

About Rural Forward NC

Rural Forward NC identifies and develops leaders, organizations, and coalitions, especially in rural and marginalized communities. Grounded in the values of PEOPLE, POWER, PROGRESS, and PARTNERSHIP, we provide an array of **community-based and community-led capacity-building services including facilitation, training, coaching, relationship brokering, conflict management, and resource development.** Rural Forward NC is a program of the Foundation for Health Leadership and Innovation, a statewide nonprofit organization based in Cary, NC. Learn more at ruralforwardnc.org.

About the Program Associate

The goal of the Program Associate's role is to **strengthen their understanding of rural community-driven capacity-building services and develop relevant skills** by supporting Rural Forward NC staff, community partners, and other constituents. Under the supervision of a Partnership Manager, the Program Associate will lead a specific project to be determined in consultation with the chosen candidate. The Program Associate will also support other projects through planning, facilitation, drafting meeting summaries, community outreach and communications, policy research and/or other administrative tasks (no more than 10%).

Specific tasks may include:

1. Assisting with planning, coordinating, facilitating, and notetaking for meetings.
2. Drafting logic models, asset maps, project management tools, and other documents.
3. Supporting policy change efforts by researching and summarizing public policy.
4. Attending meetings convened by partner organizations.
5. Collecting and distributing relevant articles, resources, and opportunities through our email networks and social media outlets.

Key Qualities and Skills

1. Experience in community outreach, research, and/or program evaluation.
2. Excellent oral and written skills to communicate with a variety of audiences.
3. A sincere curiosity about rural communities; willingness to explore issues of inclusion, power, privilege, and diversity; and exceptional commitment to personal integrity, professionalism, and excellence.
4. Ability to think creatively and collaboratively, while also taking initiative on projects. Skilled at timely, detail-oriented customer service and responsive to community and staff needs.
5. Proficiency in Microsoft Office, virtual meeting applications, social media, and internet research.
6. Excellent written and oral communication skills in Spanish is a plus.

Commitment

For fall or spring semesters, our expectation is 20 hours per week for four months. For the summer, our expectation is 40 hours per week for three months. Some flexibility is possible. Rate: \$14/hour.

Office Culture

1. Our commitment to our mission and values means sometimes we have long days to be responsive to our community partners and other constituents. We also support our staff in maintaining a strong work/life balance. We take initiative for our own projects, while also working collaboratively.

2. The Rural Forward NC team currently consists of a Director, Lead Partnership Manager, 4 Partnership Managers, 4 Program Associates, and a Program Support Administrator. We coordinate our work and support each other through mandatory team meetings every other week.
3. Our work is primarily done remotely. Occasional travel for in-person meetings in rural North Carolina is possible as public health guidance and organizational policy about the COVID-19 pandemic allows.
4. (Optional) Program Associates may gain insight into non-profit organizations by attending monthly FHLI staff meetings. They may also attend monthly meetings of the Healthy Places NC initiative.

How to Apply

Please submit a **cover letter, resume, writing sample and references** to RFNCinfo@foundationhli.org with the subject line "Program Associate Application." Applications reviewed on a rolling basis beginning July 30, 2021.

Identifying, Strengthening, and Connecting Leaders to Make NC's Rural Communities Healthier and Thriving

www.ruralforwardnc.org