**

*JOB DESCRIPTION:*

*Program Associate*

**Rural Forward NC seeks an advanced or graduate-level student to support the NC Inclusive Disaster Recover Network (NCIDR), a multisectoral coalition seeking better opportunities for community voice and more equitable outcomes in the disaster recovery system.**

**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 technical assistance including an array of community-based, community-led consulting services including facilitation, training, coaching, relationship brokering, conflict management, and resource development.

Rural Forward NC provides regional support for Kate B. Reynolds Charitable Trust’s Healthy Places North Carolina (HPNC), a long-term effort to improve the health and quality of life for the people of rural NC. In addition to our Healthy Places NC work, RFNC manages a portfolio of regional, statewide, and national projects in our Beyond Local *for* Local work. This portfolio includes the NC Inclusive Disaster Recovery Network (NCIDR). NCIDR seeks to convene, facilitate, and communicate a united, inclusive vision for NC communities of well-managed disaster recovery built upon strong community reinvestment strategies, asset-based community development, and equitable opportunity. The coalition is made up of statewide partners who want to be good allies to community-based organizations active in disasters and includes direct representation from such community-based organizations.

Rural Forward NC is a program of the Foundation for Health Leadership and Innovation, a statewide nonprofit organization that has incubated innovative, whole-person health programs for over three decades. The office is based in Cary, NC.

**About the Program Associate**

The goal of the Program Associate is to strengthen her/his understanding of how community-driven rural support work. Under the supervision of the Director and as part of the staff team, the Program Associate would lead a specific project related to NCIDR (to be determined in consultation with the chosen candidate). The Program Associate may also support other projects through planning, research, policy analysis, community outreach, communications, and/or other administrative tasks (no more than 10%).

Specific tasks *may* include:

1. Assisting with planning, coordinating, facilitating, and notetaking for coalition and community partner meetings and events.
2. Drafting logic models, asset maps, project management tools, and other informational documents
3. Researching and summarizing public policy and programs, and developing data snapshots for issue papers, factsheets, talking points, etc.
4. Interviewing and drafting profiles of key leaders
5. Supporting policy change efforts
6. Attending meetings convened by partner organizations
7. Monitoring news outlets and for relevant articles and compiling for distribution
8. Monitoring and contributing to Rural Forward NC’s social media outlets

*Key Qualities or Skills*

1. Experience in community outreach, research, and/or program evaluation.
2. Excellent oral and written skills to communicate accurately, succinctly, timely with a variety of audiences.
3. Must exhibit a sincere curiosity about rural communities, and curiosity about and willingness to explore issues of inclusion, power, privilege, and diversity.
4. Must exhibit the highest degree of personal integrity, professionalism, dedication to excellence.
5. Skilled at customer service and responsiveness to constituent or staff needs with immediate follow-through, and attention to details.
6. Ability to think creatively and collaboratively.
7. Ability to work independently and take initiative on projects.
8. Experience with social media is a plus.
9. Proficient in computer and internet usage (e.g., Microsoft Office).

*Commitment*

For fall or spring semesters, our expectation is 15-20 hours per week for four months. For the summer, our expectation is 40 hours per week for three months. Some flexibility is allowed. These are paid internships.

*Office Culture*

We work in a high-paced environment with full days but remain dedicated to a strong work/life balance. We strive to produce excellent work toward our individual and collective goals as a program, as part of the Foundation for Health and Leadership Innovation, and as a member of our project teams. The Program Associate will have her/his own projects but will also be expected to work collaboratively.

1. The staff currently consists of a director, lead partnership manager, 4 partnership managers, 4 program associates, and a program support administrator.
2. All work is currently being done remotely. Should public health guidance about the COVID-19 pandemic may change, the Program Associate will have flex space at the FHLI in Cary, NC, though they may travel across the state occasionally.
3. Rural Forward NC staff meets mandatorily bi-monthly for three hours and has two retreats per year.
4. (Optional) FHLI staff meets quarterly for a full day.
5. (Optional) The Healthy Places NC team meets every other month in Winston-Salem for a half day.

*Application*

**Please submit a cover letter, resume, writing sample and references to:** [RFNCinfo@foundationhli.org](about:blank). To be considered for this opportunity, please submit your materials by October 19, 2020.

***Identifying, Strengthening, and Connecting Leaders to Make NC’s***

***Rural Communities Healthier and Thriving***

[***www.ruralforwardnc.org***](about:blank)