The Massachusetts Association of Community Development Corporations (MACDC) is an association of mission-driven community development organizations dedicated to creating places of opportunity where people of diverse incomes and backgrounds access housing that is affordable, benefit from economic opportunities and fully participate in the civic life of their community.

About the Mel King Institute
The Mel King Institute for Community Building is a program of MACDC that fosters vibrant and thriving Massachusetts communities by advancing the skills, knowledge and leadership ability of professional practitioners and volunteer leaders in the community development field. We leverage collaborative professional and educational partnerships that increase access, encourage innovation, build capacity in the community development field.

Program Fellow Description
We are looking for a candidate with the desire to serve in a two-year fellowship experience grounded in the Community Development field. The fellow will coordinate the training curriculum and serve as a liaison to the MKI network of students, practitioners, instructors, and program partners. The Program Fellow’s role will be to lead and staff the day-to-day operations of this professional education institute, which includes courses, coalitions, and programs like the MKI Certificate program.

Coordination Responsibilities
- Assisting in the planning, logistics, and evaluation of the institute’s 30 annual training sessions;
- Working with the MKI Director and instructors to plan and implement MKI Activities;
- Marketing Institute activities through monthly emails with links to resources;
- Producing a monthly newsletter;
- Maintaining our website, including posting events, reports, and links to social media;
- Social Media planning and coordination;
- Assisting in the production of program materials as needed;
- Invoicing and collecting tuition and maintaining financial and participation records;

Program Responsibilities
- Certificate Program – program management and implementation of the bi-annual program cycle registration and cohort events and activities;
- Video – lead the production of one or more videos highlighting the work of the Mel King Institute working with contracted with videographers;
- Special Project – 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 series of blog articles, completing a research project, or enhancing an area of the Institute programming;
- MACDC - with MACDC Staff, assist in the implementation of organization-wide events, including the MACDC Annual Meeting (November 19, 2020), and Lobby Day (April, or May).

Required Skills and Experience
- Bachelor’s Degree, or strong history in relevant work experience;
• Experience in planning and coordinating activities and events;
• Strong communication skills;
• Required experience in Microsoft Office Suite, especially Word, Excel, PowerPoint, and Outlook;
• Experience in Salesforce a plus;
• Demonstrates leadership potential;
• Able to work well independently and in teams; and
• Able to manage multiple projects.

Fellowship Benefits
• Exposure to practitioners and leaders across Massachusetts Community Development Field;
• Access to MKI professional education opportunities;
• Experience coordinating a nationally recognized capacity building program;
• 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:
• $43,000 salary, FTE;
• Benefits include vacation and sick time, health insurance, monthly T-pass, and professional development opportunities;
• Educational Stipend of $2000 upon completion of Fellowship.

Start date: September 5, 2020   End Date: September 5, 2022

To apply for the MKI two-year fellowship, please complete this brief application and attach a resume, cover letter and letter of recommendation.