

Social Contract

Project Associate: Let's Change The Pace Of Change

Position	Project Associate	Start Date	October 2020
Company	Social Contract, LLC	Education	Relevant education and work experience
Job Type	Full Time	Location	Remote with some travel required to Wilmington, Delaware

About Social Contract

Social Contract partners with community, corporate, government, and philanthropic leaders to design and implement solutions to complex social challenges. We work with leaders across a variety of sectors to cultivate change efforts through consensus-building, collective impact, collaborative financing, and technical assistance. Our approach to this work relies on building meaningful relationships, trusting the lived experience of local leaders, and aligning stakeholders on a clear path forward.

We are a diverse group of facilitators, project managers, policy experts, program designers, and researchers dedicated to elevating and supporting lasting social change. To better serve our clients and communities, we are looking for a **Project Associate** to join our growing team.

Job Description

Social Contract utilizes the specific expertise of Project Associates to add value to project teams engaging in collaborative change work. Project Associates use their skills to support the production of project deliverables, engage with project stakeholders, and collaborate with the project team and/or community members.

The Associate will support the project manager with the administration of large-scale projects involving the community, government, and philanthropic stakeholders. The Project Associate will provide technical assistance to community-based partners specific to nonprofit startup and management. The Project Associate will also support the Project Manager in program design and development support for community-based partners, including codification of program designs. Additionally, the Project Associate will provide support with fundraising, development, and grant writing.

Essential duties of a Project Associate include:

- Developing and managing project timelines, and executing project activities under the direction of the project manager.
- Coordinating and executing tasks for multiple stakeholder groups & accurately capturing team meetings with diligent record keeping.
- Working closely with the project team to identify and resolve concerns.

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- Supporting the project manager with the development of and timely delivery of project deliverables as scheduled.
- Developing and maintaining databases, reports, and other project information.
- Supporting in the creation and execution of project presentations.
- Administrative support as needed by the project manager, including coordinating calendars, project logistics, etc.

Required Skills and Traits:

- Proficient in Google Suite, MS Office
- Ability to learn quickly, work independently, and successful adaptation to fast-paced environments
- Experience running a community-based program and/or nonprofit
- Experience with fundraising, development, grant writing, and grant management
- Experience working with low to moderate-income Black and Brown communities
- Excellent interpersonal and analytical skills
- Excellent time management skills with the ability to prioritize effectively
- Excellent written and verbal communication skills

To Apply: Complete the job application via the link below. All other forms of submission will not be considered. <https://forms.gle/mPxESLpbxkGidbRw8>