

# Social Contract

## Project Associate: Let's Change The Pace Of Change

<b>Position</b>	Project Associate	<b>Start Date</b>	October 2020
<b>Company</b>	Social Contract, LLC	<b>Education</b>	Relevant education and work experience
<b>Job Type</b>	Full Time	<b>Location</b>	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.

Project Associates may conduct research, engage partners, participate in and document collaborative design work, test new ideas and facilitate community convenings. The Associate will be tasked with assisting with the administration of two (2) large-scale projects involving the community, government, and philanthropic stakeholders.

**Workforce Development:** The Project Associate will support the project team in conducting needs assessments with employment and training providers to make recommendations for changes to program and case management service delivery. The Project Associate will also assist in report writing, constituent management, and other tasks assigned by the Project Manager.

**Gun Violence:** The Project Associate will assist the Project Manager in providing 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

# Social Contract

support for community-based partners, including codification of program designs. Additionally, the Project Associate will provide support with fundraising, development, and grant writing for community gun violence reduction strategies.

## **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.
- 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 experience & skills:**

- 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

## **Additional preferred experience & skills:**

- Knowledge of workforce development or related public policy (program experience, policy experience, research experience)
- Knowledge of Delaware nonprofit and social service landscape
- Knowledge of public benefit programs and social service navigation

**To Apply:** Complete the job application via the link below. All other forms of submission will not be considered. <https://forms.gle/VxMtM2pXbsscWVux6>