



Position Announcement: **Faith in Rural Communities Program Associate**

Located in: **Raleigh, NC**

**Background:** Since 1987, the NC Rural Center has worked to improve the quality of life for the state's rural people and places. Our mission is to develop, promote, and implement sound economic strategies to improve the quality of life of rural North Carolinians. We serve the state's 78 rural counties, with a special focus on individuals with low-to-moderate incomes and communities with limited resources. The NC Rural Center is a dynamic, nationally recognized non-profit that supports rural communities through leadership training, community capacity building, small business lending, research, and advocacy.

The NC Rural Center's Faith in Rural Communities (FIRC) program sees local faith communities as catalysts to build community focused projects that ensure everyone has the opportunity to thrive. FIRC supports rural churches to create community hubs, providing for the spiritual, physical, and economic needs of the wider community. We work with local leaders to integrate equity and strategic planning best practices into building relational programs that include all members of the community in the design and execution. FIRC builds this leadership capacity through training, coaching, and grant assistance to rural faith communities. More information about the Faith in Rural Communities can be found at [www.ncruralcenter.org/engagement/faith-in-rural-communities](http://www.ncruralcenter.org/engagement/faith-in-rural-communities).

**Position Overview:** We are seeking someone with a passion for serving rural areas and excited about the potential community development impact of faith communities. The position requires a highly organized individual who is able to juggle multiple priorities and demands. The FIRC program associate will be an integral part of the Faith in Rural Communities team and will report directly to the FIRC Senior Program Manager. This position is funded through a five year grant from The Duke Endowment.

#### **Duties and Responsibilities:**

Administration Support (30%)

- Assist in the administration of program related activities including managing document retention, follow up communications, and calendars
- Attend organizational meetings, as needed, reporting on FIRC initiatives
- Establish and maintain effective working relationships with members of FIRC team
- Work in concert with the FIRC team to develop program strategy and implement methods to achieve goals

## Communication (50%)

- Serve as communication liaison with program applicants, participants, and partners including managing correspondence in Sales Force
- Create and implement a communications plan that includes storytelling, social media, and written communications
- Create quarterly newsletter and distribute to participants, partners, and funders

## Meeting Support (20%)

- Manage on-site logistics for in-person trainings including arrange food and beverage, order supplies, coordinate audiovisual equipment and operation
- Make travel arrangements for staff and participants
- Provide technical support for virtual learning and meetings

## **Experience, Skills, & Qualities Required:**

- Bachelor's degree in related field and 3+ years of experience in a professional setting or an equivalent combination of education and experience
- Outstanding organizational and time-management skills with great attention to detail and follow-up
- Appreciation for working with diverse staff and communities
- Approaches work with an equity framework
- Experience and comfort working with faith communities
- Proficiency in virtual training and meeting platforms including Zoom
- Commitment to constant learning and continuous growth
- Excellent verbal and written communication skills, including strong presentation abilities
- Ability to work independently and thrive in a flexible and changing work environment
- Sound judgment, high integrity and ability to maintain confidentiality
- Proficiency in Microsoft Office, Google Workspace, Meta Business Suite, and Salesforce

**Compensation and Benefits:** NC Rural Center offers a salary range of \$50,000 - \$55,000 for this position, commensurate with experience. The NC Rural Center offers excellent benefits, including health, vision, and dental insurance, retirement contributions, holidays, and paid time off. The NC Rural Center is an equal opportunity employer and does not discriminate against any individual based on any non-merit factor and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team.

Position is a combination of in-office in Raleigh and virtual office at this time. Some required work at off site locations may be required.

## **How to apply:**

- Prepare a cover letter and resume specifically tailored for this opportunity and email them as a Word or PDF document to [hr@ncruralcenter.org](mailto:hr@ncruralcenter.org). The subject line of the email should include your name and the position title.
- Application deadline is on-going until the position is filled
- For questions not covered above, contact Heather Kilbourne, Senior Program Manager, by emailing [hkilbourne@ncruralcenter.org](mailto:hkilbourne@ncruralcenter.org).