

Position Information for NC 100 Openings:



NC One Hundred Strong
PO BOX 1391
Reidsville, NC 27323
www.nc-100.org
336 348 7980

About NC100:

We are committed to participating in socially just hiring practices. Through this practice, we strive to maintain a space that values the voices of those who have been historically excluded from positions of leadership and power.

We make an intentional effort to encourage and recruit a diverse applicant pool about race, ethnicity, sex, gender, religion, age, ability, size, sexual orientation, marital status, familial status, economic status, class background, language, the nation of origin, and documentation status.

We are an organization connected to and working directly with local and statewide leaders that believe in the power of community organizing and extending networks as an avenue for supporting education, workforce development, and community service. In partnership, we are looking to develop the next generation of innovative thinkers and contributors to society by engaging high school students and people under the age of twenty-two (22) with firsthand and relevant work experiences with entrepreneurs and nonprofits as they start on the path to career success.

Our Work Ethos:

- We support our staff in maintaining a strong work/life balance. We take initiative in our projects, while also working collaboratively.
- Our work is primarily done remotely. Occasional travel for in-person meetings in Rockingham County and surrounding areas is possible as public health guidance and organizational policy about the COVID-19 pandemic allows.
- The NC 100 staff/team consists of a Senior Managing Director, an Operations and Executive Support Lead, a Fellowship Coordinator, a Grants and Resource Development Coordinator, and up to 2 Community Engagement Associates.
- Roles at NC 100 may require some number of "in office" days (as public health guidance and organizational policy about the COVID-19 pandemic allows) at the NC 100 headquarters at the Reidsville Area Foundation, located at 124 S Scales Street, Reidsville, NC.

Opportunities for 2022:

Executive and Operations Lead

NC 100 seeks a talented, engaged, and self-motivated individual to provide analytical support on major financial and operational decisions for NC 100, a nonprofit organization based in Rockingham County, NC.

This role includes recommending and implementing policies and strategies to improve productivity and efficiency levels and assisting the NC 100 leadership. The contract for this role is for 6 months with a pathway to creating a benefits-eligible role from an evaluation of its effectiveness.

As the Operations and Executive Support Lead, an individual would be expected to represent the current executive/managing director in carrying out the mission of NC 100. The person in this role will exercise a great deal of discretion, including some tasks that could be described as human resource department related, like managing volunteer lists and tracking work hours. Event Planning and Development are also major responsibilities in this role.

Additional Context:

The individual selected to serve in this role will shape and inform NC 100 on the eventual hire of our next Executive Director. **Because of this, individuals that live in Rockingham County or no further than a 20-mile radius outside of Reidsville, NC will be given priority in our eventual selection.**

Core Responsibilities:

Stakeholder Communication & Engagement – 40%

- Acting as the point of contact for external stakeholders, the public, and internal staff.
- Collaborate with the NC 100 leadership and Board of Directors to identify, create and implement strategic plans to actualize business objectives.
- Represent NC 100 in person and via video conference tools in ways that strengthen the NC 100 brand.

Project Management – 30%

- Manage special projects and critical strategic initiatives designed and directed by the Managing Director to advance organizational priorities.
- Serve as primary contact for at least one NC 100 Direct Service Program-The Parris Fellowship Program (formerly known as NC LEAP).
- Assist with fundraising event planning. The responsibility may range from securing a venue and sending out invitations to organizing the entire event.

Administrative & Support Duties 30%

- Organize and coordinate all day-to-day office operations and procedures to ensure organizational effectiveness and efficiency.
- Other responsibilities may include but are not restricted to, maintaining, and updating client/program participant information in an online database, filing paperwork, ordering supplies, routing mail, scheduling client appointments, and channeling information to the appropriate staff.
- Facilitate and organize internal and external meetings, including leadership meetings and partner gatherings, and prepare necessary materials.
- Actively participating in the development of effective communications including the reporting and tracking of all follow-up actions from meetings, setting agendas, and helping to prioritize plans for addressing issues that impact progress.
- Gathering and maintaining the documents that are necessary to ensure compliance.

Required Qualities and Skills:

- Excellent MS Office knowledge. Expert Proficiency in MS Excel and MS PowerPoint is a must.
- Excellent verbal and written communication skills (**Spanish Language Skills preferred**).
- Outstanding organizational and time management skills.
- 2-3 years of non-profit work experience.
- Familiarity with gadgets, technology, social media platforms, and basic smartphone applications.
- Familiarity with rural communities (Rockingham County and surrounding counties preferred- Caswell, Alamance, Guilford).
- Discretion and confidentiality. Sensitivity to issues of all protected groups/communities, and a desire to work in a racially and socially diverse organization.
- Currently enrolled or graduated from a program with an associate degree or higher (4-year degree or higher preferred).

Key Qualities and Skills:

- Experience in community outreach, research, and/or program evaluation.
- “Big picture” thinking, which is key to addressing top-level concerns.
- Great Interpersonal skills, with strong personal and professional judgment.
- A thorough understanding of financial and budgeting processes and principles.
- Adaptability, enabling one to respond quickly to a shifting reality and adjust initiatives and priorities accordingly.
- Organizational skills and the flexibility to jump from priority to priority.
- A keen ability to multitask and prioritize tasks.

Program Engagement Associate

NC 100 seeks an advanced thinker and/or student to support community-based and community-led services in Rockingham County. This position will begin on or before October 2022.

The work commitment is for 18-22 hours per week for a period of 6 months with an option to continue based on performance. A successful candidate for this role will be a current student enrolled in a continuing education course, associate degree, bachelor's degree, or graduate degree program.

Why this role is important:

The goal of the **Program/Community Engagement Associate** role is to strengthen their understanding of rural community-driven capacity-building services and develop additional skills. This role will also support other projects through planning, facilitation, drafting meeting summaries, community outreach, and communications.

Role Responsibilities:

Administrative/Program Support (60%)

- a) Responsible for assisting NC 100 staff with general operational duties including, but not limited to, research, data entry, filing, and general coordination.
- b) Assisting with NC 100 Program deliverables and action items like preparing documentation for grants.
- c) Assisting with planning, coordinating, facilitating, and record-keeping for meetings.
- d) Researching and summarizing case studies and other materials and assisting in the planning and overseeing of significant events
- e) Scheduling meetings, conducting interviews, and any relevant correspondence.
- f) Available for 1-3 "in office" days per month (as public health guidance and organizational policy about the COVID-19 pandemic allows) at the NC 100 headquarters at the Reidsville Area Foundation, located at 124 S Scales Street, Reidsville, NC.
- g) Occasional travel for in-person meetings in Rockingham County and surrounding areas is possible as public health guidance and organizational policy about the COVID-19 pandemic allows.

Communications and Marketing (40%)

- a) Help determine news-worthy stories, website and social media content, and which distribution strategies to implement.
- b) Creating marketing materials like flyers and social media posts using NC 100- provided platforms.
- c) Collecting and distributing relevant articles, resources, and opportunities through our email networks and social media outlets.

Key Qualities and Skills we are looking for:

A successful candidate will have many if not all the following attributes:

- a) Exhibit proficiency in Microsoft Office, virtual meeting applications, and internet research.
- b) Have experience with drafting logic models, asset maps, project management tools, and other documents.
- c) Have a sincere curiosity about rural communities; a willingness to explore issues of inclusion, power, privilege, and diversity; and exceptional commitment to personal integrity, professionalism, and excellence.
- d) Possess the ability to think creatively and collaboratively while taking initiative on projects.
- e) Possess experience in community outreach, research, and/or program evaluation.
- f) Possess excellent oral and written skills to communicate with a variety of audiences.
- g) Having excellent written and oral communication skills in Spanish are a plus.

To Apply for an NC 100 role:

We encourage applications from people of color, women, the LGBTQ+ community, and members of underrepresented groups to effectively achieve our mission. Reasonable accommodations are available on request.

Most positions can be found on our [website](#) or [BreezyHR page](#). Should that method or portal not work for you, we also accept applications with the following process:

1. *Please submit an email to info@nc-100.org with two hundred words or less describing your interest in an eligible position. (required)*
2. *Please email a pdf version of your resume to info@nc-100.org. (required)*
3. *(optional) Submit a video cover letter to NC 100 by [using this link](#) or scan the QR code below to submit.*



4. Questions about the application process can be emailed to info@nc-100.org

For more info about NC 100, go to www.nc-100.org.

