



Job Description – NDC Fellow

PROGRAM NAME: MULTICULTURAL LENDING (MCL) PROGRAM

Background:

The National Development Council (NDC) is the oldest national non-profit community and economic development organization in the United States. NDC was founded in 1969 with a mission of increasing the flow of capital for investment, jobs and community development to underserved urban and rural areas across the country. In 2015 NDC launched the Multicultural Lending (MCL) initiative. MCL is a “place-based” community building initiative that includes the provision of business capital for minority businesses within the context of a broader economic development strategy. NDC is working in collaboration with local community organizations, CDFIs and other public and private sector stakeholders to increase the availability of capital for minority businesses and create sustainable community building ecosystems in the MCL target communities.

Position: MCL Fellow

NDC seeks to hire part-time, graduate school level interns to assist NDC field staff in planning, implementing, and evaluating MCL activities in Cleveland, OH. We seek candidates who embrace our mission and have passion for community development work.

Under the direction and general supervision of the NDC Multicultural Lending Program Manager, the Fellow will perform the following duties:

- Conduct research to support MCL community development projects and initiatives.
- Assist with facilitation of MCL program and project planning with community partners and stakeholders.
- Attend meetings as necessary with community stakeholders and key partners.
- Help to conduct outreach and engagement campaigns to identify and engage key community stakeholders and partners in MCL target communities.
- Schedule, organize and help facilitate meetings, trainings and public events in support of program goals.
- Create and maintain program evaluation metrics, and document MCL workplan activities.
- Create, maintain and distribute reports as necessary to document program activities and outcomes.
- Assist NDC field staff in building and/or enhancing local economic development ecosystems in MCL target communities.
- Assist in the planning and implementation of NDC training and technical assistance activities in MCL target communities.

Required Skills, Knowledge and Abilities:

Minimum skills, knowledge and abilities necessary to successfully perform the duties and responsibilities of this position include but is not limited to:

- Ability to read, write, comprehend and communicate professionally in the English language.
- Ability to organize complex and voluminous documentation.
- Ability to learn and comprehend quickly.
- Ability to work independently.
- Knowledge of computers and all generally used software packages; including the Microsoft Suite (i.e., Word, Excel, Power Point, etc.).
- Ability to plan, implement and prioritize projects.
- Ability to satisfy program goals, objectives and deadlines in a timely manner.

Required Education and Experience

- Graduate level student enrolled in business administration, public administration, or urban planning degree program.
- A working knowledge of economic development concepts and practices.

Salary:

Hourly Rate - \$27.00

Hours Worked:

15 - 20 hrs. per week

Submit a cover letter and resume to careers@ndconline.org