



**Position Announcement
Full-time Project Associate**

McAlpine Consulting for Growth, LLC (MCFG) seeks a full-time Project Associate to provide project support for client projects, including the Behavioral Health-Primary Care Integration (BH-PC) and Safety Net Learning Collaboratives.

About MCFG

McAlpine Consulting for Growth, LLC supports social change and healthy communities by identifying needs, exploring growth opportunities, and creating steps for action with non-profit organizations. We are committed to serving our clients through our values:

- **Quality:** We pledge to our clients high-quality, detail-oriented work completed in a timely manner.
- **Innovation:** We assure distinction through our problem-solving skills, initiative, and excellent communication.
- **Respect:** We value diversity through the promotion of human rights. We are committed to relationships with our clients that are characterized by dignity, courtesy, respect, and equitable treatment.
- **Balance:** We strive to ensure enjoyment and work/life balance within our company, and encourage the same values among our clients.
- **Achievement:** Through collective exploration and use of best practices, we endeavor to assist our clients with maximizing their impact.

Role and Responsibilities

The Program Associate will support MCFG Consultants in the planning and facilitation of a variety of consulting projects, including strategic planning, organizational development, and the BH-PC and Safety Net Learning Collaboratives. The Program Associate will:

- Coordinate and prepare for client meetings, including scheduling, materials development and printing, preparing supplies, setting up virtual platforms, attendee management, arranging physical space, and other meeting implementation support
- Support development and implementation of outreach and promotions strategy
- Implement communications activities and support content development for reports, presentations, and other communications materials
- Attend client meetings to provide note-taking assistance and/or typing up notes post-meeting
- Communicate with clients directly via email and phone
- Create event evaluation surveys and manage data collection and analysis
- Draft documents and correspondence related to client projects
- Assist with creation of PowerPoint presentations and other materials for projects and client meetings
- Provide basic project support such as proofreading, data input, file maintenance, scheduling appointments, answering phones, etc.

- Support research and gathering information for reports, projects, and publications, as needed
- Assist with content development for reports, presentations, and other publications as needed. This includes website maintenance, social media strategy support, outreach materials development, etc.
- Assist with the writing of reports and publications as needed
- Provide general support to consultants as needs arise

Overall Preferred Qualifications

- Excellent communication and interpersonal skills, with ability to interact with clients and represent the organization to external customers
- Excellent oral and written communication skills
- Excellent follow through on assignments
- Ability to see an issue and initiate a response
- Comfortable taking direction and seeking help when needed
- Creative and able to work both independently and as part of a team
- Strong problem-solving skills, and able to prioritize and see the “big picture”
- Knowledge of or interest in non-profits and social justice
- Responsible and dependable, with excellent organizational skills, accuracy, and attention to detail
- Able to work well in a fast-paced environment and manage multiple tasks and projects at one time
- Excellent computer skills including, but not limited to, Microsoft Office Suite, Google Suite, Survey Monkey, Zoom, and Dropbox; ability to quickly learn new software
- Willing to work in a small, non-traditional, pet-friendly office environment
- High school diploma or GED is required; job experience and college degree or coursework is a plus

MCFG is a hybrid work environment. This position will require in-office at the MCFG office in the Ravenswood neighborhood of Chicago, and also allows for remote work.

Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability or veteran status. MCFG encourages applications from people of color, individuals with disabilities, and lesbian, gay, bisexual, transgender, and gender non-confirming individuals.

Reports and is accountable to: This position will work with Mac Grambauer, Senior Consultant and Laura McAlpine, Principal; Mac Grambauer will supervise the position.

Salary Range: \$44,000 - \$50,000 plus benefits

Start date: January 4, 2022

Address cover letters to Mac Grambauer, Senior Consultant, and email with a resume to mac@lmc Alpine.com with “Project Associate” in the subject line. Applications will be accepted on a rolling basis; applicants are encouraged to submit as soon as they are able. MCFG will begin contacting candidates for initial screenings December 1st; no phone inquiries will be accepted.