

Urban Impact, Inc.

Position Title: Program Associate

Reports to: Program Manager

Position Status: Full Time - Exempt

Required Experience: 1-5 years of Non-profit, community development, economic development, related field

*****For the complete job description and/or to apply, email resume
info@urbanimpactbirmingham.org.*****

The Program Associate will be an integral part of the UI Team, reporting to the Program Manager. Works directly with: Program Manager, District Development Director, Chief Lending Officer, Executive Director, committees, other staff members, business owners, government agencies, property owners, volunteers and other non-profits.

Direct Reports: N/A

The Program Associate will play a vital role in supporting Urban Impact's (UI) transition into a cutting-edge Entrepreneurial Support Organization (ESO). This position involves providing comprehensive support for programmatic activities across UI's departments, including **Programs, 4th Avenue Forward (Main Street), and Financial Services.**

The Program Associate's primary responsibilities include project support, customer service for the organization's clients, grants and special initiatives, as well as general office management, clerical duties, and data support. The ideal candidate is highly motivated, detail-oriented, and eager to build, manage, and engage with a diverse network at the local, state, and national levels.

The Program Associate must be able to write clear, concise, high-quality work under tight deadlines and follow organization policies and procedures. This position will provide a high level of excellence in data management, written and verbal communications and customer service to applicants, grantees, fundholders, volunteer committee members, organization clients, and other external partners.

The Program Associate must be able to communicate and implement the vision of Urban Impact and its various programs and initiatives to organize workflow and activities into a supportive community for entrepreneurs and stakeholders to thrive. This will include working with businesses and property owners in the Historic 4th Avenue Business and Civil Rights District, BECOME Business Accelerator and the Birmingham Community Impact Fund.

Essential Duties:

The **Program Associate** will support collaborative community initiatives that enhance business operations, foster job creation, and promote an improved quality of life for economic mobility. This position encompasses a variety of responsibilities, with room for additional tasks as directed by the Executive Director. Below are key duties: **Client Engagement, Stakeholder Engagement, Project Coordination**

Qualifications and Attributes

- Education and Experience: Bachelor's degree required, with a minimum of one year of related experience.

Benefits and Compensation: Urban Impact offers an excellent benefits package and a salary that is commensurate with education and related work experience. The position is full-time, exempt, and located in downtown Birmingham, AL.