



Manufacturing x Digital

Engagement Associate I

MxD

+ About MxD

MxD is where innovative manufacturers forge their futures. In partnership with the Department of Defense, MxD provides factories with the digital tools and expertise they need to begin building every part better than the last. As a result, our nearly 300 partners increase their productivity and win more business.

+ Position Overview

MxD is seeking an Engagement Associate for activities managed within the Engagement team. The Engagement team is responsible for managing the delivery of member benefits, development, and execution of MxD programming and supporting member inquiries. This position will report to the Manager of Engagement. This role will focus on a variety of day-to-day operations including program planning and execution, member engagement, as well as various engagement initiatives.

This role will include supporting the engagement departments virtual and in-person event preparation and execution, market research, and other administrative support as required. The Associate will be responsible for working internally to ensure all projects are managed effectively from beginning to end.

+ Key Responsibilities

- Support elements of MxD program execution in collaboration with the Engagement Manager and the Corporate Events team, including social media kit development, communicating critical event information to internal stakeholders, and executing webinar and in-person event activities
- Support select membership engagement projects that focus on aggregating, scrubbing and clarifying member data leveraging internal tools like HubSpot, Sli.do, Collective i, Excel and others
- Support organizational reporting requirements by preparing department level inputs
- Work collaboratively with Engagement team and external stakeholders to support the preparation of meeting presentations, note capture, data collection, data entry and other activities as identified
- Exhibit strong project management skills by coordinating or organizing effectively: project timelines, deliverables, team accountability, status updates amongst internal stakeholders, and project objectives
- Demonstrate an understanding of organizational dynamics to effectively navigate the development of timelines that meet the needs of all project members
- Think critically, balance multiple requests, articulate trade-offs for competing priorities, and appropriately identify and escalate issues to ensure delivery of high-value project deliverables
- Facilitate select meetings, own agenda creation, and recap/distribute meeting notes/feedback/follow-ups
- Assist with ad hoc Engagement initiatives as needed

+ Position Requirements

- Bachelor's degree or commensurate experience required



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- 1-2 years of work experience preferred
- Must be available to work onsite 2-3 days per week to support member events at MxD and attend staff meetings
- Self-starter with the ability to work in both complex and ambiguous situations as well as remote and in-person work environments
- Ability to handle multiple projects concurrently and work cross functionally is required
- Ability to relentlessly problem-solve and synthesize information into cohesive, accurate, and succinct writing
- Ability to shift priorities quickly, while maintaining organization and control
- All MxD employees must be fully vaccinated against COVID-19 or provide religious or medical exemption

+ How to Apply

Please apply online at www.mxdusa.org/careers/ by clicking on the link to the position posting and submitting an application including your resume and a cover letter explaining why you would be a good fit for this role and MxD. Tip: Meeting the qualifications is important, but a great cover letter will set you apart!

+ Work with Us

MxD is a results-oriented, lean, collaborative tech organization and 501(c)(3) nonprofit. We are hard-working, mission-driven, flexible, and work with a sense of urgency. We hire tech-savvy, committed, self-starters who can think outside the box, and have a strong capacity to learn and adapt to the needs of the organization and the role through both skill and grit. All-star employees excel without the help of administrative support, and don't mind rolling up their sleeves and getting their hands dirty (figuratively!). Additionally, people who love to solve problems, no matter how big or small, find they are a good fit for MxD.

Our state-of-the-art facility, located on Goose Island in Chicago (just north of downtown), features a manufacturing floor, a smart green infrastructure testbed, and a bustling open-office environment. MxD is a collaborative space, hosting many events for our partners and other prestigious organizations, so being able to engage with staff and visitors in a professional, helpful manner is a must.

MxD is a 10-minute walk from the North and Clybourn Red Line stop, a 20-minute walk from the Division Blue Line stop, and accessible by a variety of other public transit options; additionally, we have free parking available for employees.

+ Anti-Discrimination Policy and Commitment to Diversity

MxD is proud to be an equal opportunity employer, committed to creating a diverse environment in our workplace, our communities, and within the tech industry. All qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, disability status, economic circumstance, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.