



OPEN POSITION: Streets and Public Spaces Specialist at the Memphis Medical District Collaborative (MMDC)

Organization Overview

The Memphis Medical District Collaborative (MMDC) seeks a **Streets and Public Spaces Specialist** to join our growing team. Established in 2016, MMDC is a not-for-profit, community development organization committed to strengthening the communities between and around its anchor institutions – major healthcare and educational institutions – including ALSAC / St. Jude Children’s Research Hospital, Baptist Health Sciences University, Le Bonheur Children’s Hospital, Methodist Le Bonheur Healthcare, Regional One Health, Shelby County Health Department, Southern College of Optometry, Southwest Tennessee Community College and University of Tennessee Health Sciences Center. Together, these institutions have more than 25,000 employees, 8,000 students, collective spend of \$1.3 billion, and control more than 300 acres of real estate. The Memphis Medical District is also home to more than 10,000 residents. These institutions, along with local and national philanthropy, area corporations, and collaborative community partners, support the work of MMDC to revitalize the Memphis Medical District and make it a preferred destination to work, live, learn, and visit.

MMDC Departments

MMDC’s approach is comprehensive and inclusive of residents, employees, students, and visitors to the district. In addition to connecting the dots across the major healthcare and educational institutions, MMDC also focuses on the following program portfolios:

1. Streets & Public Spaces – Catalyzing connections between people and place through improvements to the public realm, including parks, streetscapes, sidewalks, plazas, and enhanced mobility options. District Ambassador program; Coordination of safety efforts, hospitality assistance, and environmental and cleanliness improvements.
2. Development – Fundraising, grant writing and management, and donor/partner cultivation and recognition.
3. Economic Development – Supporting and connecting the diverse neighborhoods in the District through growing and attracting small, minority, and women-owned businesses, as well as supporting existing businesses through programs like Buy Local.
4. Marketing and Communications – Promoting the organization’s mission, values, and impact to various stakeholders through creatively telling the District’s and the organization’s story.
5. Real Estate – Cultivating a rich environment for appropriate development through coordinated planning and investment, with a focus on creating mixed-use, mixed-income places.
6. Workforce Strategies – Through Hire Local, connecting neighborhood residents to training, education, and employment opportunities where there is a clear career pathway, a livable wage, and a growing career field.

Title	Streets and Public Spaces Specialist
Reports To	Manager of Streets & Public Spaces

Summary	<p>We are seeking a dedicated Streets and Public Spaces Specialist to join our team at MMDC, one of Memphis Business Journal's 2024 & 2025 Best Places to Work.</p> <p>Memphis Medical District Collaborative (MMDC) is seeking a Streets and Public Spaces Specialist that supports the day-to-day operations of MMDC's Streets & Public Spaces team. Working closely with the Streets & Public Spaces Manager, this position assists with infrastructure improvements, maintenance, placemaking initiatives, transportation projects, and the Clean & Green team. This role is ideal for someone who wants hands-on experience in urban improvement, public space management, and nonprofit operations, and isn't afraid to jump in where needed.</p>
Experience and Qualifications	<ul style="list-style-type: none"> ● Associate or bachelor's degree in a related field ● Interest in urban planning, public spaces, transportation, sustainability, or community development ● Willingness to work outdoors in varying condition ● Strong work ethic, reliability, and positive attitude ● Ability to work both independently and as part of a team ● Valid driver's license (or ability to get around the district reliably) ● Experience with community projects, volunteering, or hands-on work ● Basic knowledge of streetscape, transportation, or placemaking concepts
Salary Range	\$40,000 - \$45,000 commensurate with experience.
Key Benefits	<ul style="list-style-type: none"> ● Hybrid schedule ● Generous benefit package ● Parental leave ● Professional development opportunities ● 401(k) employer match ● 20 Days per calendar year of paid leave ● At least 10 office closing days for public holidays ● Up to 10 remote workdays while traveling ● Phone reimbursement
Physical Requirements	<ul style="list-style-type: none"> ● Tasks require the ability to exert light physical effort in sedentary to light work, including lifting, carrying, pushing, and/or pulling objects and materials of light weight (5-10 pounds). ● Lifting/moving supplies ● Tasks may involve extended periods at a keyboard or workstation.

Essential Duties and Responsibilities:

Operations & Project Support

- Assist with planning and implementation of streetscape, infrastructure, and public space improvement projects, including maintenance and new installations
- Support transportation-related initiatives, including pedestrian, bike, and traffic safety efforts
- Help coordinate vendors, contractors, and city partners as needed
- Attend neighborhood meetings pertaining to the district

- Collaborates with other organizations on shared initiatives

Maintenance & Clean + Green

- Support the Clean & Green team with beautification, litter abatement, landscaping, and maintenance efforts
- Assist with monitoring public spaces and reporting maintenance or safety issues
- Help organize and participate in cleanups, plantings, and other on-the-ground activities
- Works closely with SPS Manager to address park maintenance and upkeep

Placemaking & Events

- Assist with placemaking projects such as murals, parklets, signage, and temporary installations
- Support setup, breakdown, and logistics for public space activations and community events

General Support

- Collect data, take photos, assist with forming reports, and help track project progress
- Provide administrative and field support to the Streets & Public Spaces Manager
- Pitch in wherever needed, this is a team sport

Submittal

If you are interested in applying, please upload your resume and cover letter [here](#) or <https://wkf.ms/4b979HY>.

NO PHONE CALLS. For more information: www.memphismedicaldistrict.org

