



Community Action Partnership Position Description

Program Associate

SUMMARY

Under the immediate supervision of the Director of Training & Technical Assistance (T/TA), the Program Associate will be responsible for project activities across a range of the Partnership's grants and membership support activities, including Organizational Standards Center on Excellence (OSCOE), the Learning Communities Resource Center (LCRC), and fee-for-service trainings. The salary range for this position is \$45,000-\$55,000 depending on experience. The position is located in the Partnership's Washington, DC office.

TO APPLY: Send cover letter and resume to jobs@communityactionpartnership.com

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Provide in-person and web-based T/TA to State Associations and Community Action Agencies (CAAs) across a range of management and operations issues (e.g. conducting community needs assessments, strategic planning, designing customer satisfaction systems, succession planning, performance measurement, leadership development, cultural competency).
- Support the work of the Organizational Standards Center on Excellence through assisting with convening regional T/TA planning meetings, designing T/TA tools and resources to help CAAs meet Organizational Standards for management and operations, and assisting with project communications.
- Support the work of the Learning Communities Resource Center by providing research, T/TA, and facilitation for Learning Community Groups of CAAs focused on areas such as "two generation" strategies to address child and family poverty, "bundled services" strategies that integrate anti-poverty programs and services, trauma-informed approaches for CAAs, "collective impact" and other community-level approaches, family financial empowerment, and decreasing family homelessness.
- Support work on the "Get Out the Count" Census campaign to help local CAAs register hard to count populations;
- Support the design, marketing, and delivery of fee-for-service T/TA events based on the ongoing assessment of CAA program, management, and operational needs.
- Support management activities, including participating in budget development, grant reporting, and grant writing.
- Respond to CAA, Association, and State CSBG Lead Agency T/TA requests.
- Promote and communicate Partnership T/TA activities, as well as T/TA opportunities, for CAAs via email, social media, E-News, and other channels.
- Participate in planning and training activities for the Partnership's Annual Convention and Management and Leadership Training Conference.
- Support and collaborate with Partnership colleagues on potential program development and policy advocacy for CAAs.
- Communicate and participate in meetings with Office of Community Services (OCS) leadership and other national partners on national T/TA priorities and activities.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities associated with this position.

QUALIFICATIONS

- At least 3 years of experience in the human service sector with a focus on anti-poverty or similar programs; developing and providing T/TA, conducting in-person and web-based trainings, nonprofit management and governance; project and grants management/reporting; and coalition work. Experience working directly with Community Action Agencies preferred but not required.
- Minimum four-year Bachelor of Arts of Sciences degree in business, public administration, social work, or a related field of study. *Master's degree preferred.*
- Knowledge and experience with the principles of risk management, quality improvement, and program management; nonprofit management, and governance issues.

Other Desired Qualifications

- Demonstrated experience/expertise in:
 - Federal and state regulations governing grants administration and fund accounting
 - Results-oriented management and accountability (ROMA) or comparable system
 - Project planning, budgeting, and management/administration.
 - Coalition or Learning Cluster management/staffing
 - Ability to interpret, explain and apply applicable laws, rules, and regulations.
- Ability to build and grow mutually beneficial business relationships across industries and geographies.
- Excellent oral, written, and group communication skills.
- Excellent interpersonal skills and high ethical standards.
- Sensitivity to diverse cultures, races, and low-income family situations.
- Ability to think creatively and be a key contributor to Partnership goals.
- CCAP (Certified Community Action Professional).
- ROMA certification

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The noise level in the regular work environment is usually moderate.
- The ability to travel for activities such as meetings, classes, and workshops in and out of the area.
- Must be able to travel by air to attend training, conferences, project sites, and related activities.
- Regular overnight, out of state travel is required approximately 20% of the time.