



Community Action Partnership Position Description

CERTIFIED COMMUNITY ACTION PROFESSIONAL (CCAP) PROGRAM ADMINISTRATOR

SUMMARY

The CCAP Administrator will be responsible for providing administrative support and technical assistance to the CCAP Commission as it carries out its dual function of (1) establishing, reviewing and revising CCAP program policies and (2) assessing qualifications of candidates for the purpose of determining who is to be recognized as a Certified Community Action Professional. The CCAP Administrator will also function as the point of contact for all CCAP candidates and maintain the record of CCAP candidate's submissions (CDF and ESP) and scores. This is a part-time position (20 hrs. per week). The salary is \$30,000. This position can be remote. Background in Community Action helpful.

The Community Action Partnership is the national hub that links the nation's 1,000+ Community Action Agencies to each other – and to leaders looking for solutions that connect Americans to greater opportunity. The nation's Community Action Agencies are a robust, state and local force – reaching children and families in 99% of America's counties with life-changing services, from early childhood education to job training to services for seniors.

TO APPLY

Please submit a cover letter and resume to jobs@communityactionpartnership.com. No phone calls.

Include "CCAP Administrator" in the Subject Line of the email.

More information on the Partnership can be found at www.communityactionpartnership.com

DUTIES, RESPONSIBILITIES, AND ESSENTIAL FUNCTIONS

- Staff all Commission meetings, including maintenance of minutes and reports, and provide technical support
- Assist Commission Chair by providing documentation and advice for decisions about candidates, providing documentation for chair's report to Partnership Board, tracking contacts for allied organizations, and identifying potential program challenges and opportunities.
- Maintain CCAP Candidate contact information and files
- Correspond with candidates and CCAPs
- Fulfill responsibilities for Candidate Data Forms including receipt, filing, scoring, and provision of feedback
- Fulfill responsibilities for Executive Skills Portfolios including receipt, filing, scoring, and provision of feedback
- Coordinate with Examination Consultant to secure examination sites and proctors, as well as to inform candidates of the results of the examination
- Oversee process of recertification of CCAPs every four years undertaken by Program Assistant
- Fulfill responsibilities for CCAP concerns at annual conference including training and luncheon/gala staffing
- Assist with CCAP marketing and outreach

- Review, maintain, communicate with CCAP Mentors and Volunteers
- Assist with CCAP website updates
- Regular review of CCAP examination question responses and provide analysis for review by Commission
- Other duties as assigned by the Chief Executive Officer
- If remote, scheduled travel to DC required.

SUPERVISORY RESPONSIBILITIES

May at times supervise staff.

QUALIFICATIONS

- CCAP Certified preferred.
- Experience operating a training/certification program preferred.
- Minimum 4-year Bachelor's degree preferred.
- Proven ability to prioritize and manage multiple projects and priorities.
- Excellent oral, written, and group communication skills.
- Excellent interpersonal skills and high ethical standards.
- Sensitivity to diverse cultures, races, communities and individuals and families with low-income.
- Commitment to high ethical practices.

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 15 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.
- Overnight, out of state travel is required approximately 15% of the time if based in DC.