



Community Action Partnership Position Description

Senior Associate, Learning & Dissemination

SUMMARY

Under the immediate supervision of the Director of Practice Transformation, the Senior Associate will be responsible for project activities across a range of the Partnership's grants and membership support activities, including the Learning Communities Resource Center (LCRC), Racial Equity, and fee-for-service trainings. The salary range for this position is \$65,000-\$75,000 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

- 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 the whole family/2 generation approach, "integrated services" strategies, trauma-informed approaches for CAAs, family financial empowerment, racial equity, collective impact, health intersections and community economic development.
- Serve as team lead on resource and research curation related to innovative anti-poverty practices and design and implement courses in the web-based learning management system, Community Action Academy.
- 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 and lead the LCRC's coordination efforts for both conferences.
- Manage and co-design learning experiences with expert subject matter experts and the LCRC team.
- Coordinate the network dissemination strategy for the project including web platforms, social media, and written publications
- Support research and content development related to new publications and serve as a member of the writing and editorial team.
- 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

May at times supervise staff and managers of others.

QUALIFICATIONS

- At least 6-8 years of experience in managing human service programs; developing and providing T/TA, nonprofit human services programming (anti-poverty preferably), 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 30% of the time.