



## Community Action Partnership Position Description

### Senior Associate, CARES CSBG Supplemental T/TA Project

#### SUMMARY

Under the immediate supervision of the VP for Organizational Capacity Building, the Senior Associate will be responsible for project activities supporting accomplishment of deliverables associated with the CSBG CARES Supplemental T/TA Project. The salary range for this position is \$55,000-\$60,000 depending on experience. The position is located in the Partnership's Washington, DC office; however, remote work arrangements may be negotiable for certain candidates.

**Please note this position is grant dependent and currently funded through September 29, 2021.**

**TO APPLY:** Send cover letter, writing sample, and resume to [jobs@communityactionpartnership.com](mailto:jobs@communityactionpartnership.com)

#### DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Support the work of the CSBG CARES Act Supplemental T/TA project in the following areas: (1) Promoting Adaptation and Innovation in Community Action Promoting, (2) Efficiency in State and Eligible Entity Operations, (3) Ensuring Financial and Administrative Accountability, and (4) Assessing Results, Identifying Lessons-Learned and Future-Preparedness.
- Provide leadership in resource and research curation related to innovative and effective COVID response practices.
- Respond to CAA, Association, and State CSBG Lead Agency CARES Act-related T/TA requests.
- Promote and communicate Partnership CARES Act-related 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.
- Manage and co-design quantitative and qualitative data collection and analysis methods across the Community Action network relevant to COVID response and recovery.
- 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 resources.
- Support and collaborate with Partnership colleagues on potential program development and policy advocacy for CAAs relevant to COVID response and recovery.
- Support management activities, including participating in budget development, grant reporting, and grant writing.
- Support efforts to communicate training and technical assistance opportunities for Community Action Agencies (CAAs) via email, social media, E-News, and other channels.
- 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 management and governance; project and grants management/reporting; and coalition work. Experience working directly with Community Action Agencies preferred.
- 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, program management; nonprofit management, and governance issues.

#### *Other Desired Qualifications*

- Demonstrated experience/expertise in:
  - Federal and state regulations governing grants administration
  - Results-oriented management and accountability (ROMA) or comparable system
  - Project planning 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-T/I 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. Note: Currently due to COVID-19, Partnership staff are not traveling. This may change during course of the project as health guidelines allow.