



## **Community Action Partnership Position Description Program Associate Learning Communities Resource Center**

### **SUMMARY**

Under the immediate supervision of the Director of Practice Transformation, the Program Associate of the Learning Communities Resource Center (LCRC) is responsible for planning, implementing, and supporting the Partnership's Learning Community Resource Center resources. Specific responsibilities include Learning Community member engagement, support and facilitation, conducting needs assessments/evaluations, developing scope and requirements for new training and tools, data and policy analysis, and managing projects to ensure quality and timely completion. The salary range for this position is \$45,000-\$60,000 depending on experience. The position is located in the Partnership's Washington, DC office.

### **DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

- Support national Learning Communities in the Community Action Network focused on identifying effective practice models to address poverty
- Coordinate communication of Partnership T/TA activities, as well as T/TA opportunities, for Community Action Agencies (CAAs) via email, social media, the Partnership Website, Community Action Academy, the Partnership E-News, and other channels
- Maintain the CSBG T/TA Resource Center online resource tool ([www.csbgтта.org](http://www.csbgтта.org)) and other online web platforms.
- Grant Operations Support
- Respond to CAA, Association, and State CSBG Lead Agency T/TA requests

#### *Manage the design, development, and review of LCRC offerings*

- Develop Learning Community, LCRC webinar and in-person presentations and help identify resources
- Write and review scope of work documents for training and technical support products
- Research applicable training methodologies
- Coordinate with supervisor to establish project scope and timeline expectations
- Identify and contract/develop MOUs with qualified T/TA content partners
- Track and edit LCRC-funded deliverables including toolkits, publications, articles and training offerings
- Coordinate with Subject Matter Experts to complete work within scope and timelines
- Ensure that Learning Community Group meetings and trainings are in compliance with engagement terms and quality standards

#### *Manage Communication of LCRC T/TA Activities and Opportunities*

- Work in coordination with supervisor and other Partnership staff to create and implement effective LCRC communications/dissemination strategy
- Develop and maintain LCRC communication platforms, including but not limited to Partnership Website, CSBG T/TA Resource Center, Community Action Academy (Moodle), Constant Contact and social media
- Draft regular internal communications for the Learning Community to be disseminated via Community Action Academy and Constant Contact
- Coordinate the content and resources to be disseminated to external constituents regarding Learning Community Activities/Opportunities via eNewsletters

#### *Review, respond to, and resolve T/TA support calls*

- Review support calls to make a preliminary determination of need
- Research Community Action Agency (CAA) to get background on the T/TA request
- Call requesting CAA to verify needs
- Research resources to address needs
- Send resources to CAA client, and follow up to ensure
- Mark notes in CSBG T/TA website

#### *Align LCRC goals, offerings, and reporting with Partnership and Grant operations*

- Develop annual goals, work plan and operational schedule in coordination with LCRC staff
- Coordinate, plan, and write programmatic sections of semi-annual reports
- Organize and maintain grant documents, including tracking documents, progress reports, grant continuation forms, budgets/programs and all financial reconciliations

#### *Data Policy and Analysis*

- Develop surveys in coordination with supervisor and designated stakeholders
- Administer surveys online
- Compile data and generate survey results for annual reporting, and for clients
- Coordinate and conduct in-depth interviews to supplement survey results
- Track national data and policy trends related to the Learning Community anti-poverty focus areas

#### *Other Duties and Responsibilities*

- Work with Community Action constituencies to provide training at conferences
- Participates in Community Action events to strengthen existing relationships, help establish new partnerships and stay abreast of trends and policy changes
- Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES**

### **QUALIFICATIONS**

- Minimum of 2 years of experience in managing human service programs or agency; nonprofit management and governance; project and grants management/reporting; and/or coalition work
- Minimum four-year Bachelor of Arts or Sciences degree in business, public administration, social work, or a related field of study. *Master's degree preferred*
- Knowledge of financial empowerment, homelessness, place-based strategies, program integration, toxic stress/trauma and other anti-poverty approaches

#### *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
  - Coalition or Learning coordination/facilitation
  - Community Action
- 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.
- *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 10% of the time.