



Community Action Partnership Position Description

Sr. Associate, Learning & Dissemination

SUMMARY

Under the joint supervision of the Director for Practice Transformation and the Director for Organizational Capacity Building, the Senior Associate for Learning and Dissemination is responsible for management of the National Community Action Partnership's online learning and training resources as well as supporting the organization's application and evaluation of emerging technology platforms to promote learning across the national network. The scope and depth of these activities require a dedicated senior associate with demonstrated experience who will oversee key online platforms and support ongoing staff development to ensure operational support for learning and T/TA educational activities. Specific responsibilities include oversight of both Community Action Academy, the CSBG T/TA Resource Center and the Partnership website, ongoing support of the organization's educational/training activities (webinars and other online events) and support for collaborative efforts across the Community Action network to promote the efficient sharing and dissemination of online learning resources. Salary \$70,000. This position is based in Washington, DC; however, remote work arrangements may be negotiable for certain candidates.

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

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Collaborate, coordinate and communicate closely with the Training & Technical Assistance (TTA) leadership team and with Partnership colleagues in all relevant areas of job responsibility;
- Exercise leadership of the National Community Action Partnership's **Community Action Academy**, including engaging organizational leadership in supporting an ongoing strategic vision for the Academy and NCAP staff in the operations of the Academy, initiating content/developing processes for staff to initiate content/oversee course operations, ensuring engagement across the network, and demonstrating the effectiveness of the Academy's resources,
- Manage the **CSBG T/TA Resource Center**, including facilitating the engagement of national T/TA Partners in the Center's strategic vision, ensuring collaboration with RPIC and State Association T/TA leaders/resources and support NCAP staff professional development to assure staff engagement with the operations of the Center,
- Support the Partnership online web platforms that highlight promising practices, including facilitating the engagement of national T/TA Partners and RPIC leads in the vision and growth of the designated platforms and supporting NCAP staff professional development to assure staff engagement
- Facilitate a **diverse, accessible, current/relevant and complete** set of webinar and other online learning resources at NCAP, and support the growth, dissemination and evaluation of these resources, in collaboration with T/TA staff.
- **Identify, assess and support the deployment of emerging technologies/learning approaches** to ensure NCAP's T/TA resources are effective and accessible across the national Community Action Network
- Provide **evaluation support** to the T/TA team regarding the effectiveness of online learning resources
- **Support NCAP staff professional development** in areas of adult learning, instructional design and the effective use of technological innovations to deliver knowledge, information and resources to the national Community Action Network
- **Develop initial and ongoing strategy for auditing existing resources, where they are housed, along with a plan for ongoing dissemination to CAA network.** In order to effectively house and disseminate resources, an audit must be conducted to assess the breadth and depth of existing materials. Once an inventory has taken place, a strategy must then be developed to ensure those resources are properly organized on the website to increase accessibility for members.
- **Conduct ongoing management and maintenance of website to ensure information is current and reflects the Partnership's ongoing efforts.** Considering the ongoing and fast-moving nature of the Partnership's various

portfolios, it will be important to not only manage the website but to manage internal processes that feed website content.

- **Provide training and/or consultation** to NCAP staff for events, webinars, etc. for various communication needs including online tools, virtual platforms, etc.
- **Elevate the Partnership as a national, state and local leader** by systematizing and increasing accessibility of contact information for key stakeholders; utilizing social media platforms, including but not limited to, Instagram, Facebook, LinkedIn, Twitter, etc. to grow and engage the Partnership's audience; and curating external newsletters and other forms of communication to highlight field innovations and best practices
- **Elevate the Partnership as a leader at the local, state and national level** by leveraging systems to centralize contact information for key stakeholders; utilizing social media platforms, including but not limited to, Instagram, Facebook, LinkedIn, Twitter, etc. to make the Partnership's work more visible to the general public; and curating external newsletters and other forms of communication to highlight field innovations and best practices.
- **Promote partnerships** with national T/TA providers, national partners, RPICs and State Associations to effectively share resources and disseminate best practices in online instruction and the design and delivery of training resources
- **Coordinate consultant and subject matter expert** resources to assist in the achievement of project deliverables
- **Promote and communicate training and technical assistance opportunities** for Community Action Agencies (CAAs) via email, social media, E-News, and other channels.
- **Disseminate information** directly to CAAs, national partners, Regional Performance and Innovation Consortia (RPICs), State Associations, and State CSBG Lead Agencies.
- Respond to CAA, Association, and State CSBG Lead Agency **training and technical assistance requests**.
- Communicate and participate in **meetings with current/potential funders** regarding all relevant areas of job responsibility

Operations and Project Management

- Manage learning and dissemination activities at NCAP from a project management perspective, including developing a workplan and a calendar of activities to foster organization-wide collaboration
- Coordinate the development and implementation of training courses, toolkits, publications, and training offerings.
- Coordinate research, curation and dissemination efforts to support Community Action network learning
- Monitor progress on project deliverables.
- Compile and file grant documents, including progress reports, grant continuation forms, budgets/programs
- Reconcile and track fiscal expenditures of grant/project activities.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

May at times supervise staff.

QUALIFICATIONS

- Minimum of 2 years of demonstrated experience in leading human service programs or agency; nonprofit management and governance; project and grants management/reporting; and coalition work.
- Minimum four-year Bachelor of Arts or Sciences degree in business, public administration, social work, or a related field of study.
- Experience in project management and grants administration.
- Expertise in following areas will be strongly preferred: adult learning and development, human services delivery practices, organizational development and change dynamics, racial equity, community assessment, strategic planning, and evaluation.
- Knowledge of best practices related to organizational culture, branding, communications, website design, and virtual tools and platforms.

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
 - Learning management facilitation and administration
 - Coalition or Learning Community/Cohort management/staffing
 - Community Action
- 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.

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.
- Occasional overnight, out of state travel is required approximately 5% of the time. Note: This may change at any time as national, regional, state or local public health guidelines allow.