



Community Action Partnership Position Description Program Associate Communications and Learning

SUMMARY

Under the immediate supervision of the Director of Practice Transformation, the Program Associate of Technology and Dissemination is responsible for planning, implementing, and supporting the Partnership's Practice Transformation and Organizational Capacity portfolios. Specific responsibilities include support of Community Action Academy, the Partnership web site, CSBG T/TA Resource Center, and emerging technological platforms; ongoing logistical and communications support of the organization's educational/training activities (webinars and other online events); and support of collaborative efforts across the Community Action network to promote the efficient sharing and dissemination of online learning resources 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.

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

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- ✓ Support resource curation and communication of national Learning Communities and Highlighted Initiatives 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) 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 Training & Technical Assistance (T/TA) offerings

- ✓ Develop 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 grant-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/Cohort meetings and trainings are in compliance with engagement terms and quality standards

Manage Communication of T/TA Activities and Opportunities

- ✓ Work in coordination with supervisor and other Partnership staff to create and implement effective T/TA communications/dissemination strategy
- ✓ Develop and maintain 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 Practice Transformation and Organizational Capacity portfolios to be disseminated via Community Action Academy, the Partnership website and Constant Contact
- ✓ Coordinate the content and resources to be disseminated to external constituents regarding Partnership T/TA 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 T/TA goals, offerings, and reporting with Partnership and Grant operations

- ✓ Develop annual goals, work plan and operational schedule in coordination with T/TA 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 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.
- ✓ Knowledge of financial empowerment, homelessness, place-based strategies, program integration, toxic stress/trauma and other anti-poverty approaches
- ✓ 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
 - 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.

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.