



TRIBAL OUTREACH & TRAINING MANAGER

Training & Technical Assistance Program for Native American Tribes

Lux Consulting Group, Inc. (Lux) is a dynamic, award-winning small business providing professional services to Federal, state and local governments. Lux is a Telework/Virtual Workplace with a headquarters in Silver Spring, MD. Under federal contract with HHS/ACF Office of Community Services (OCS), Lux is proud to serve as the Community Services Block Grant (CSBG) Tribal Training & Technical Assistance provider for Native American Tribes and Tribal Organizations. The CSBG Tribal Training & Technical Assistance Program provides support to current and prospective CSBG Tribal grantees and our national partners.

Reporting to the Director of Tribal Training & Technical Assistance, the Outreach & Training Coordinator is an integral part of a small, collaborative team. We are striving to find candidates with a leadership mindset and desire to serve and share your expertise within the Tribal community. The position is full-time (40 hours per week) and primarily telework/virtual workplace based, although the position may include occasional meetings on-site with our client in Washington, DC. In addition, regular in-person meetings occur in the DC Metro area and attendance at in-person meetings is expected. (*Note: All in-person meetings have been suspended until safe to resume.*)

Candidates must submit a resume and references with a cover letter summarizing how the candidate's experience qualifies them to meet the position responsibilities. Resumes received without a cover letter will not be considered.

Essential Functions:

- 1) Stay abreast of relevant program policies, requirements, and best practices related to CSBG Tribes & Tribal Organizations, including: application, compliance, service delivery, and reporting.
- 2) Translate policies and requirements into training and technical assistance materials that support grantee compliance and success.
- 3) Identify grantee training needs.
- 4) Draft and coordinate the production of training and technical assistance materials and events.
- 5) Respond to grantee inquiries and provide 1:1 and group training and technical assistance. Ensure tracking and successful resolution of all inquiries.
- 6) Conduct outreach to grantees to build supportive relationships and stay abreast of grantee needs and concerns.



- 7) Draft and coordinate distribution of the *CSBG Tribal Network Newsletter* and the *CSBG Latest News & Resources Updates for Tribal Grantees*.
- 8) Ensure excellent proof-reading and quality control on all program deliverables.
- 9) Assist with special projects as the need arises.

Minimum Qualifications:

- 1) Applicant should possess a Master's Degree plus 2 years management experience in Outreach projects or a Bachelor's degree plus 5 years management experience in Grants and/or Technical Assistance projects. At least ten years of experience in project management, membership services, and/or training and technical assistance. Experience working with Native American communities preferred.
- 2) Excellent time management, organizational, and planning skills. Demonstrated comfort and success managing project responsibilities and timelines independently required. Proactive and creative approach to addressing challenges as they arise.
- 3) Commitment to excellent customer service and quality work products. High attention to detail. Demonstrated editing and proof-reading skills required.
- 4) Experience working with minority communities and/or developing culturally competent materials. Comfort working a variety of population groups, and most importantly, Native American communities.
- 5) Comfort working closely with government staff and willingness to work on-site as needed. Ability to obtain Public Trust security clearance required.
- 6) Excellent computer skills and proficient in the use of Microsoft Office (Word, Outlook, Excel, and Access), WordPress (or other web-based) content management system, and MailChimp (or other web-based) email system. Advanced experience and comfort with the use of information technology preferred.
- 7) Positive attitude and excellent interpersonal communication skills. Excellent written and verbal English required.
- 8) Flexibility in work schedule. Some evening and weekend hours required. Flexibility to work beyond core business hours and weekends when required.
- 9) Local and US-based travel required. Some evening and weekend hours required.