



POSITION ANNOUNCEMENT:
COMMUNITY SERVICES T/TA PROGRAM ASSOCIATE
Tribal Training & Technical Assistance Program

Position Overview

Lux Consulting Group, Inc. (Lux) seeks a motivated Program Associate to join a small, collaborative team working to ensure effective training and technical assistance (T/TA) services for a national network of Tribes and Tribal Organizations. The Program Associate will work closely with the Director and Program Manager to enhance support for programs serving Native American and Alaska Native low-income communities. Specific responsibilities include assistance with the development of T/TA materials, event logistics support, Tribal grantee outreach, and coordination of administrative functions to help guarantee excellent quality work products and efficient workflow. The successful candidate will be a team player that can manage their time independently and thrive in a fast-paced, dynamic, and mission-driven environment.

The position is full-time with benefits. The position is primarily remote/telework, although occasional travel to meetings, training events, and site visits may be required. *(Note: All in-person events have been suspended until safe to resume.)*

Lux Consulting Group, Inc.

Lux Consulting Group, Inc. (Lux) is a dynamic, award-winning small business providing professional services to help government and non-government agencies run social and scientific programs at the local, national and international levels. Lux operates as a remote/telework/virtual workplace with headquarters in Silver Spring, MD. Lux is an Equal Opportunity Employer.

Tribal Training & Technical Assistance Program

Under contract with the U.S. HHS/ACF/Office of Community Services (OCS), Lux is proud to serve as the national Tribal Training & Technical Assistance provider for Native American and Alaska Native Tribes and Tribal Organizations receiving funds to serve low-income communities across the country. The Lux Tribal TTA Team operates a comprehensive T/TA Program offering resources such as an online resource center, education modules, live webinars, and personalized one-on-one consultations. Lux also supports grantee performance management, program monitoring and evaluation, as well as data compilation, analysis, and reporting.

Essential Functions

- Become knowledgeable and stay up-to-date on relevant program opportunities and maintain the list of available opportunities and news for grantees.
- Assist with all T/TA event logistics, including: scheduling, materials, communications, registration, IT coordination, and post-event closeout reports.

- Finalize formatting, proof-reading, and production of training and technical assistance products, including webinar materials, web-based tools and learning opportunities, conference PowerPoint presentations, factsheets, and program guidebooks.
- Maintain grantee databases and engagement, including conducting phone calls and email outreach to grantees. Respond to client and grantee requests for information, ensuring timely and thorough responses.
- Update the Online Resource Center website via Wordpress, as needed.
- Coordinate team administrative duties, including preparing correspondence and shipments, tracking meeting notes, and maintaining digital document files. Track billing, payments and renewals. Process financial requisitions and payments.
- Assist T/TA Program Manager with work plan tracking and coordination of team milestone deadlines. Maintain team calendar and workflow reminders to help ensure timely completion of team deliverables.
- Assist the Tribal T/TA Team with special projects as the need arises.

Minimum Qualifications

- Bachelor's degree and at least 5 years of experience (or equivalent combined experience) in administrative management, proofreading/editing, membership services, and/or training and technical assistance are preferred.
- Experience working with minority communities, especially Native American and Alaska Native communities, and/or developing culturally competent materials is preferred.
- Organizational and/or leadership experience that demonstrates project management and time management skills, as well as experience working with a team is a plus.
- Excellent computer skills and proficiency in the use of Google platform applications, Microsoft Office (Word, Outlook, Excel, and Access), WordPress (or other web-based) content management system, and MailChimp (or other web-based) email system.
- Attention to detail and commitment to quality service and work products.
- Excellent oral, written, and interpersonal communication skills. Positive attitude and proactive, creative approach to addressing challenges as they arise.

How To Apply

Interested candidates should submit a resume, references, and cover letter addressed to Ms. Nicole Oxendine, Director of Tribal Training & Technical Assistance at HR@luxcg.com and copy tribalta@luxcg.com. The cover letter should include the name of the position and start date availability. *Please note: Resumes submitted without a cover letter will not be considered.*

www.luxcg.com/open-positions/