



**POSITION ANNOUNCEMENT:
TRAINING & TECHNICAL ASSISTANCE (TTA)
PROGRAM SPECIALIST**

Tribal Community Services TTA Program

Position Overview

Lux Consulting Group, Inc. (Lux) seeks experienced TTA Program Specialists to join a small, collaborative team working to ensure effective training, program analysis, and reporting for a national support center for Native American and Alaska Native Tribes and Tribal Organizations. The TTA Program Specialists will work to enhance training content, data collection, and reporting that meet the unique needs of Tribes and Tribal Organizations as they address the impact of COVID-19 in their communities. The TTA Program Specialists will translate program policies and requirements into effective training and technical assistance materials and facilitate training to support grantee compliance and success. Managing the collection of program data, as well as preparing written reports for diverse audiences and stakeholders will also be important roles. Successful candidates will be team players that can manage their time independently and thrive in a fast-paced, dynamic, and mission-driven environment.

We are reviewing contract, part-time, and full-time candidates for current and future opportunities. The positions are primarily remote/telework, although occasional travel to meetings, training events, and site visits will 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 TTA 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

- Stay abreast of relevant program policies, requirements, and best practices related to CSBG Tribes & Tribal Organizations, including: application, compliance, service delivery, and reporting.
- Translate policies and requirements to inform training and technical assistance materials that support grantee compliance and success.
- Identify grantee training needs and leverage knowledge to inform solutions. Lead content development for training and technical assistance products and facilitate training activities, including webinars, web-based tools and learning opportunities, PowerPoint presentations, factsheets, and program guidebooks.
- Conduct program analysis utilizing CSBG Tribal Plans, Annual Reports, and other data sources. Draft program analysis reports, project summaries, and other communications materials, including a CSBG Tribal Annual Report and Tribal CARES Act Report.
- Ensure proofing and quality control on all activities and deliverables.
- Assist the Tribal TTA Team with special projects as the need arises.

Minimum Qualifications

- Master's degree plus 2 years experience, Bachelor's degree plus 5 years experience (or 10 years combined experience) in training and technical assistance, educational content development and delivery, grants management, membership services, research, writing, and report production. Experience working with minority communities, especially Native American communities, is preferred. Experience developing culturally competent materials is also preferred.
- Demonstrated experience translating policies and requirements into effective training and technical assistance materials. Experience designing and facilitating training events, such as workshops and webinars. Excellent writing and facilitation skills. Experience managing data and producing summary reports that illustrate the stories behind the data.
- Comfort and success managing project responsibilities and timelines independently. Proactive and creative approach to addressing challenges as they arise.
- Comfort working closely with government staff and willingness to work on-site as needed. Ability to obtain Public Trust security clearance required.
- Excellent computer skills and proficient in the use of visual data tools.

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.*

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