



POSITION ANNOUNCEMENT (July 2022):
COMMUNITY SERVICES TTA PROGRAM ASSOCIATE
Tribal Training & Technical Assistance Program

Position Overview

The TTA Program Associate will support efforts to enhance training content, data collection, and reporting that meet the unique needs of programs serving Native American and Alaska Native low-income communities. Specific responsibilities include assistance with the development of TTA 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. 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.

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 TTA event logistics, including: scheduling, materials, communications, registration, IT coordination, and post-event closeout reports.
- Execute high-quality internal events to inform the mission, strategy and priorities.
- 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.
- Organize outreach events to promote company awareness. Tasked with answering phone calls, responding to inquiries, and briefing team members on outreach ideas.
- 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.
- Organize and maintain public relations.
- 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 TTA 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 TTA 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.
- Demonstrated success in communications, outreach and engagement activities.
- 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.
- Skills in message development, writing, event planning, project facilitation, and editing.

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.

What We Offer

- A fun, dynamic working environment with an energetic and diverse team
- An inclusive culture where everyone is welcome
- Competitive compensation commensurate with experience
- Medical, Dental and Vision coverage
- Short & Long Term Disability in addition to Life Insurance (company sponsored)
- 401k Retirement Savings Plan through ADP (after 6 months of employment)
- Paid Time Off (PTO) - Full Time Accrual

EEO

Lux is proud to be a minority-led, Equal Opportunity Employer. We are committed to building a diverse and inclusive workplace where everyone feels welcome and can bring their whole selves

to work. We believe a team that reflects a variety of backgrounds and perspectives helps us better serve the needs of our customers and we celebrate diversity in all forms. As an Equal Opportunity Employer, we are committed to living out these values in all aspects of hiring, employee engagement and retention.

How To Apply

Interested candidates should submit a resume, references, and cover letter addressed to Ms. Nicole Oxendine, Vice President, Tribal Training & Technical Assistance at HR@luxcg.com and copy ttajobs@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/