



POSITION ANNOUNCEMENT (September 2022):
TRAINING & TECHNICAL ASSISTANCE (TTA) DEPUTY DIRECTOR
Tribal Community Services TTA Program

Position Overview

Lux Consulting Group, Inc. (Lux) seeks experienced Training and Technical Assistance (TTA) Deputy Director to join a small, collaborative team working to ensure effective team management, training and content development, and internal and external program evaluation and reporting for a national support center for Native American and Alaska Native Tribes and Tribal Organizations. Reporting to the Vice President of Tribal Training and Technical Assistance, the TTA Deputy Director will help ensure success through careful analysis of project workflows, contract timelines and deliverables, and team member development and communication. A successful candidate will be a strong team leader and collaborator with the capacity to develop relevant subject matter expertise, manage a diverse team, 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.

Essential Functions

- Report to the Vice President of Tribal Training and Technical Assistance.
- Manage and develop a team of TTA managers, staff, and consultants on federal government contracts.
- Identify client and grant recipient grants management, evaluation, and TTA needs and leverage knowledge to inform solutions.
- Provide strong team leadership, clear communication of expectations, and strategic coordination of task management to ensure the program meets Lux goals and quality standards.
- Utilize industry standard project management methodologies and tools to ensure effective program planning, progress, budgeting, monitoring, and reporting.
- Lead content development and ensure the successful production and delivery of all contract deliverables, including TTA engagement, live and recorded webinars, online learning and knowledge sharing opportunities, program research, evaluation, and reporting, as well as presentation materials, fact sheets, and program guides.

- Stay abreast of relevant program policies, requirements, and best practices related to Community Services programs for Tribes & Tribal Organizations, including: application, compliance, service delivery, and reporting processes.
- Ensure proofing and quality control on all activities and deliverables.
- Guide and/or assist the Tribal TTA Team with special projects as the need arises.

Minimum Qualifications

- Master's degree plus 5 years experience, Bachelor's degree plus 10 years experience in project management and team leadership. Experience with training and technical assistance portfolio and IT project portfolios preferred. Experience working with minority communities, especially Native American communities, is preferred. Experience developing culturally competent materials is also preferred.
- Demonstrated success managing project plans, budgets, and staff.
- Proactive and creative approach to addressing challenges as they arise.
- Excellent people and problem solving skills, including but not limited to coaching, advising, and negotiation.
- Excellent computer skills and proficient in the use of visual data tools.
- Experience in client service and working with senior management. Comfort working closely with government staff.
- Ability to gather, understand, and communicate client business requirements and translate into potential solutions.
- Ability to manage multiple tasks simultaneously, meet deadlines, and adapt to constantly changing requests.
- Experience with business process improvement.
- Ability to obtain Public Trust security clearance required.
- Project Management or Agile certification preferred.

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're 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're committed to living out these values in all aspects of hiring, employee engagement and retention.

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.

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/