



Community Development Program Specialist Training & Technical Assistance

Lux Company Overview

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.

Job Description:

In this role, you will provide direct support to the client, the Office of Community Services (OCS) within the Department of Health and Human Services for the Division of Community Discretionary and Demonstration Programs (DCDDP). DCDDP operates three of OCS's programs aimed at supporting families with low-income and distressed communities. The Community Economic Development (CED) program which provides grants to help build small businesses that employ individuals with low income, the Rural Community Development (RCD) program which helps small, rural communities access water and wastewater services, and the Diaper Distribution Demonstration and Research Project (DDDRP) which aims to provide diapers to families with low income.

Support for grant administration activities, may include, but not be limited to reviewing grant recipient plans, providing technical assistance, responding to data calls, assisting with the development of special reports, and participating in all phases of program planning and implementation. This position will provide direct support for a caseload of up to 40 grant recipients. You will become an integral part of a team that is developing and offering innovative, accurate, timely, and high-quality products and services for a federal client. This individual, under the supervision of their supervisor, will provide direct support to the client. This position will occupy office space within OCS headquarters offices in Washington, DC.

Essential Responsibilities:

Your responsibilities may include any of the following:

- Providing technical assistance to grant recipients, including but not limited to:
 - Reviewing grant plans and providing detailed feedback to grant recipients on how to align plans with program requirements and address potential concerns
 - Reviewing and providing feedback and support on grant recipient reports and related materials
 - Writing, editing, and reviewing program communications for grant recipients
 - Responding to questions and data calls from grant recipients
 - Developing presentations, reports, tools, and other materials that help support grant recipients effectively and efficiently administer grant funds
- Developing and providing policy guidance to grant recipients to ensure that they comply with all program requirements.
- Providing timely written and verbal feedback to grant recipients on the interpretation of federal laws, regulations, policy, and procedures.
- Writing, editing, and reviewing program communications, including but not limited to program reports, correspondences, memos, PowerPoint presentations, policy guidance, and other documents relevant to program activities.
- Building and maintaining strong collaborative relationships with other federal agencies, state, territorial, and tribal grant recipients, and other key stakeholders.
- Mastering and applying grant administration tools and technology (GrantSolutions, On-line Data Collection System (OLDC), etc.)
- Attending regular status and capacity building meetings with program staff and leadership
- Assisting with special projects and providing administrative support as needed.



- Maintaining regular reporting and communications—at least weekly—with ICF managers and proactively communicate about workload, questions, and topics for discussion related to strong client support.

Basic Qualifications:

- Bachelor's degree in Public Policy, Government, Economics, Urban Planning or other relevant field
- Cumulative GPA of 3.0 or higher
- Interest in community services and development
- Minimum 5 years of professional work experience
- Experience supporting, managing, and administering Federal grant programs preferred
- Experience supporting non-profit organizations in the community economic development, environmental justice, or family services preferred

Professional Skills:

- Team player with the ability to take initiative and work well independently – a self-motivated individual who is solution-oriented
- Outstanding time management skills and ability to prioritize multiple responsibilities, including the ability to be flexible, multi-task, prioritize, and manage multiple projects simultaneously in a fast-paced environment
- Strong analytical, problem-solving and decision-making capabilities, including the ability to exercise good judgment, discretion, tact, and diplomacy.
- Demonstrated proficiency in MS Office Applications (Word, PowerPoint, Outlook, Excel)
- Familiarity with data collection and reporting, and ability to interpret data metrics and identify trends
- High level of attention to detail
- Excellent written, verbal, and presentation communication skills
- Superior interpersonal skills including courtesy, professionalism, and a cooperative attitude
- Demonstrated customer service orientation and outstanding level of professionalism

Job Type: Full-time, On-site (Washington, DC)

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 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 Mr. Ruairi Macdonald, Vice President, Project Management Office at HR@luxcg.com and copy tajobs@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.