



POSITION ANNOUNCEMENT (February 2023):

TRAINING & TECHNICAL ASSISTANCE (TTA) PROGRAM ASSOCIATE

Tribal Training & Technical Assistance Program

Position Overview

The TTA Program Associate will support the work of a national training and technical assistance center working on behalf of programs serving Native American and Alaska Native low-income communities. The TTA Program Associate will help enhance grant management technical assistance, training, outreach and engagement, and data collection and reporting for Tribal grant recipients. 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

- 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.
- Provide grant management technical assistance and training support, including responding to client and grantee requests for information and ensuring timely and thorough responses.
- Develop and coordinate production of training and technical products and events.
- Analyze grant recipient reporting and identify program accomplishments, challenges, and best practices. Draft reports, program summaries, and other materials.
- Conduct engagement activities, including phone and email outreach to grant recipients. Maintain engagement tracking updates in the grant recipient database.
- Update the Online Resource Center website via Wordpress, as needed.
- Ensure proofing and quality control on all project activities and 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 training and technical assistance, membership services, policy &/or program development are preferred.

- Experience working with minority communities, especially Native American communities, is preferred. Experience developing culturally competent materials is also preferred.
- Demonstrated success in training and technical assistance, membership services, policy &/or program development projects.
- Experience with the development and coordination of training materials and events, &/or experience with data analysis and reporting, &/or experience with outreach, engagement, and member services activities.
- Organizational and/or leadership experience that demonstrates project management skills, time management skills, and a proactive and creative approach to addressing challenges as they arise. Comfort and success managing project responsibilities and timelines independently.
- Excellent oral, written, and interpersonal communication skills. Attention to detail and commitment to quality work delivery.
- 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.
- Ability to obtain Public Trust security clearance required.

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)

Status/Salary Range: Full Time/\$52k-\$65k

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/