

30% Acts as liaison and coordinates with appropriate agencies and organizations, including at the federal, state, and local levels. Develops partnerships with likeminded organizations to inform them of the CSBG program and collaborate to ensure the partnerships are positioned to best serve the needs of our shared customers. Prioritization will be given to agencies and organizations which focus needs as identified by the CAA network through the Community Needs Assessment process.

20% Establishes trainings, roundtables, webinars, and/or other activities to inform the local CAA network of partnerships established at the State level. Trainings will not only inform the network of State level partnerships but educate the network on how to establish these partnerships at the local level. In addition, along with the Programs and Grants Division Manager, identifies, approves, and provides needed trainings and training material for both internal and external customers. This includes training developed by lead grant management staff as well as IACAA training.

20% Oversees the completion of the Model State Plan, Annual Report, State T/TA Plan, and other reports/plans that may be completed by the State to assist in planning State activities and reporting on actual results.

15% Utilizes OCA staff to oversee the establishment and maintenance of CSBG policies and procedures for both internal and external customers.

5 % CSBG Liaison to WIOA, Head Start and other organizations as prescribed by Federal Statutes, Policy Memo's, and DCL's

5% Represents the Community Services Manager in their absence in meetings, conferences and events as directed by the Deputy Director.

5% Other Duties as Assigned