



Community Action Partnership Position Description

Senior Associate, SNAP E&T National Partnership Project

SUMMARY

Under the immediate supervision of the Director for Organizational Capacity Building, the Senior Associate will be responsible for project activities supporting accomplishment of deliverables associated with the SNAP E&T National Partnerships Project. Salary \$60,000 - \$65,000 based on experience. The position is located in the Partnership's Washington, DC office; however, remote work arrangements may be negotiable for certain candidates.

TO APPLY: Send cover letter, writing sample, and resume to jobs@communityactionpartnership.com

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Support the work of the SNAP E&T National Partnership project in the following areas: (1) Developing and implementing a clear and effective project plan to achieve project deliverables; (2) Providing and coordinating training and technical assistance to Community Action Agencies to support their becoming SNAP E&T third party providers or expanding their services; (3) Developing and facilitating learning cohorts for Community Action Agencies to support development of new SNAP E&T partnerships with expert partner T/TA providers and peer Community Action Agency experts; (3) Developing, curating, and disseminating effective information and resources to the Community Action network regarding SNAP E&T third-party services and partnership opportunities.
- Provide leadership in resource development and outreach to the Community Action network related to the intersection of effective food/nutrition programs and employment/training programs.
- Support management activities, including participating in budget development, grant reporting, and grant writing.
- Respond to CAA, State Association, and State CSBG Lead Agency requests regarding the implementation of new SNAP E&T partnerships.
- Promote, communicate and strategically coordinate SNAP E&T outreach information/resources for CAAs via email, social media, E-News, and other channels.
- Participate in project-related planning and training activities for the Partnership's Annual Convention and Management and Leadership Training Conference.
- Manage quantitative and qualitative data collection and analysis regarding project effectiveness.
- Support research and content development related to new publications and resources.
- Support and collaborate with Partnership colleagues on potential program development and policy advocacy for CAAs relevant to SNAP E&T.
- Communicate and participate in meetings with the lead grantee, project partners and other Community Action network partners on project-related activities.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

May at times supervise staff and managers of others.

QUALIFICATIONS

- At least 6-8 years of experience in managing human service programs; developing and providing T/TA, nonprofit management and governance; project and grants management/reporting; and coalition work. *Experience working directly with SNAP E&T and Community Action Agencies is strongly preferred.*
- Minimum four-year Bachelor of Arts of Sciences degree in business, public administration, social work, or a related field of study. *Master's degree preferred.*
- Knowledge and experience with the principles of risk management, quality improvement, program management; nonprofit management, and governance issues.

Other Desired Qualifications

- Demonstrated experience/expertise in:
 - Program-specific knowledge of SNAP E&T and/or other employment training programs strongly preferred
 - Federal and state regulations governing grants administration
 - Results-oriented management and accountability (ROMA) or comparable system
 - Project planning and management/administration.
 - Coalition or learning cohort management/staffing
 - Ability to interpret, explain and apply applicable laws, rules, and regulations.
- Ability to build and grow mutually beneficial business relationships across industries and geographies.
- Excellent oral, written, and group communication skills.
- Excellent interpersonal skills and high ethical standards.
- Sensitivity to diverse cultures, races, and low-income family situations.
- Ability to think creatively and be a key contributor to Partnership goals.
- CCAP (Certified Community Action Professional).
- ROMA-T/I certification

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The noise level in the regular work environment is usually moderate.
- The ability to travel for activities such as meetings, classes, and workshops in and out of the area.
- Must be able to travel by air to attend training, conferences, project sites, and related activities.
- Regular overnight, out of state travel is required approximately 20% of the time. Note: Currently due to COVID-19, Partnership staff are not traveling. This may change during course of the project as health guidelines allow.