



## JOB ANNOUNCEMENT

**Position Title:** Senior Associate, Community Capacity Building

**Salary:** Commensurate with experience

**Reports to:** Executive Director

### POSITION SUMMARY:

CTAC is seeking a dynamic individual to be part of its senior-level professional team. The Senior Associate will organize and implement programmatic aspects of CTAC's initiatives in community development, health and human services, and education reform, working independently and as part of teams. This is a rare opportunity for a gifted professional seeking to have a significant impact on communities and public institutions.

The position requires both vision and detail orientation, strong communication skills, outstanding organizational and planning skills, and effective interpersonal skills. The successful candidate will demonstrate:

- content knowledge in community organizing, nonprofit management, and/or education reform or school-community partnerships;
- effective program planning and management;
- versatility to be able to work on multiple projects simultaneously, and;
- a proven ability to work collaboratively with a diverse team.

The position requires travel, primarily in the Northeast, as well as some evening and weekend obligations.

### MAJOR RESPONSIBILITIES:

1. Training & Technical Assistance
  - Provide technical assistance, research and policy support to community organizations, schools, foundations and public agencies
  - Plan and implement training sessions and conferences; design and develop training materials
  - Develop and implement strategies to influence public policy
2. Coordination & Management
  - Plan, coordinate and manage specific projects and/or project components, including on-site technical assistance, data collection, and program development
  - Maintain both general and project-related relationships with diverse constituencies, including funders
  - Serve on and/or lead project teams created around major areas of CTAC involvement

- Identify field and/or internal challenges and help create and implement solutions
  - Communicate and collaborate regularly and effectively with CTAC team members
  - Anticipate and identify project requirements in a timely manner
  - Maintain documentation, records and site reports related to projects and initiatives
3. Research & Evaluation
    - Monitor and evaluate results of CTAC's programs in community development
    - Identify and analyze research on topic areas and assess field-based needs
    - Serve on and/or lead project teams to perform data collection and analysis
  4. Program Development
    - Develop and deliver presentations; write reports, proposals, and communications materials
    - Participate in CTAC's development team, and perform related duties to support CTAC fundraising, public relations and communication efforts
    - Assist colleagues to achieve the highest standards of the organization when representing CTAC
  5. Other duties as assigned

**QUALIFICATIONS:**

- Bachelors degree required. Masters degree or equivalent experience preferred.
- 8 – 12 years leadership experience within nonprofit community organizations. Experience with urban public school systems or philanthropic organizations a plus.
- Demonstrated experience with interdisciplinary and comprehensive approaches to systemic change
- Extensive program management experience
- Expertise in providing technical assistance and training to develop leadership in multiracial, urban or rural settings
- Demonstrated ability to coordinate multiple activities concurrently
- Familiarity with community development trends. Knowledge of education reform a plus.
- Excellent communication skills, written and oral
- Experience working with media, foundations, government and corporations
- Superior interpersonal skills and demonstrated ability to work in a racially and culturally diverse environment
- Demonstrated ability to create climates of trust and understanding
- Fluency in Spanish or other languages preferred

**APPLICATION PROCESS:**

Please send resume and cover letter with salary requirements to Cathi Leone, Director, Finance and Management Systems, Community Training & Assistance Center, 30 Winter Street, 7<sup>th</sup> Floor, Boston, MA 02108, or to [cleone@ctacusa.com](mailto:cleone@ctacusa.com).

This position is open until filled; candidates are urged to apply promptly.

*CTAC is an equal opportunity employer and state-certified minority non-profit organization. Women, bilingual individuals and people of color are strongly encouraged to apply.*

## **ORGANIZATION DESCRIPTION:**

The Community Training and Assistance Center (CTAC) is a minority-controlled organization with a thirty year record of success in low-income communities. CTAC provides technical assistance to school systems, state departments of education, and community-based organizations to improve education, health, and community and neighborhood revitalization in cities and states throughout the country. There are three primary components to this support: on-site technical assistance, research and evaluation services, and public policy support.

CTAC's community development team provides community-based groups with training and assistance to manage responsive organizations, to organize communities and to develop effective services and advocacy based on resident or constituent-identified needs. CTAC particularly focuses on efforts that develop and implement resident or constituent-led models that create systemic and institutional change and address root causes of poverty through community organizing. CTAC provides support to build the organizational and development capacity of emerging and experienced organizations and coalitions in low income and multi-racial communities; implement effective public/private partnerships; and strengthen the capacity of nonprofit and governmental systems.

CTAC is particularly sensitive to the needs of disenfranchised communities. In response to the severity of problems confronting low-income communities, CTAC continues to respond to the increasing needs of the most severely disenfranchised low-income groups concerned with neighborhood revitalization, economic development, education, immigration, workers' rights, youth, environmental justice, human rights, health and human services, and other issues.

For additional information regarding this position and CTAC, please visit [www.ctacusa.com](http://www.ctacusa.com).