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## Position Posting

<b>Position Title:</b>	National Technical Assistance Center (NTAC) on Grandfamilies and Kinship Families Technical Assistance (TA) Specialist
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### Summary:

Generations United's National Technical Assistance Center (NTAC) on Grandfamilies and Kinship Families is seeking a TA Specialist to join our results-oriented team.

### Description:

The National Technical Assistance Center (NTAC) on Grandfamilies and Kinship Families is a new federally supported Center for integrating and improving systems and services for grandparents, other relatives and close family friends who raise children when parents cannot. The TA Specialist is part of a results-oriented team and is responsible for supporting the trainings and technical assistance that the Center provides and helping to disseminate that learning.

### Essential Functions, Duties, and Responsibilities include:

- Support virtual convenings of government agencies, nonprofit providers, and grandfamily caregivers interested in improving systems for grandfamilies
- Help prepare culturally sensitive content and support ongoing trainings, including webinars, podcasts, and learning collaborative meetings
- Set up and manage a listserv of government agencies, nonprofit providers, grandfamily advocates and grassroots programs
- Coordinate individual TA requests through a software system known as Monday
- Respond to TA requests and assign, as needed, such requests to internal or external subject matter experts using a Diversity, Equity, and Inclusion (DEI) selection lens
- Create and assist with management of partner and subject matter expert teams for in-depth TA to two states and one tribe to create models of holistic supports for the families
- Support process for designation as exemplary, evidence-informed, and innovative practices and programs for grandfamilies by sharing application and assigning reviews to teams of partners and subject matter experts
- Review survey results concerning provision of TA to determine ongoing needs, cultural sensitivity needs and any shifts in TA provision
- Help identify and summarize TA that is useful to a wider audience and share through NTAC website
- Other Responsibilities:
  - Proactively monitor media and make suggestions at internal "What's Happening Meeting" to share relevant articles and resources
  - Assist with organization-wide events planning
  - Other duties as assigned

**Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required (or preferred where noted).

- Minimum Bachelor's degree in social work, education, communications, or related field preferred
- At least four years professional experience in the provision and oversight of technical assistance
- Strong interest in issues impacting grandfamilies and experience working with diverse populations preferred
- Excellent organization skills, ability to multitask, and attention to detail
- Strong written and verbal communication skills
- Flexible, with high level of motivation and initiative
- Strong interpersonal skills and ability to work effectively under pressure in both a team setting and individually
- Well versed in Microsoft Office products, Monday, or other project management software
- Strong professional ethics
- Support of Generations United's mission
- Ability for some flexible hours and travel
- Ability to work in the Washington, DC headquarters office is strongly preferred - the office is currently open with remote work flexibility due to the COVID-19 pandemic

**Working Conditions:**

The work environment characteristics and physical demands 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.

- Works in office settings. Interacts with staff, the public, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to sit, use hands to finger, handle, or feel and talk or hear. The employee is expected to use a handcart, move, or lift items up to 25 pounds. Running errands on foot is occasionally required. The vision requirement includes close vision.

**Equal Employment Opportunity:**

Generations United is committed to equal employment opportunity for all individuals. No employee or applicant for employment shall be discriminated against on the basis of race, color, religion, conscience, national origin, disability, age, and sex (including gender identity, sexual orientation, and pregnancy) and any other personal characteristic protected by federal, state, or local law.

**Classification:** Exempt

**Status:** 100% FTE

**Reports To:** NTAC on Grandfamilies and Kinship Families Assistant Director

**Salary:** \$57,000 annually with excellent benefits

Interested applicants should send a cover letter and resume to [gu@gu.org](mailto:gu@gu.org) by Wednesday, November 17, 2021.