

Community Services Block Grant (CSBG) Liaison

Location: Raleigh, NC

Job Summary:

The CSBG (Community Services Block Grant) Liaison will provide training/technical assistance and support CSBG-eligible entities and partners to ensure compliance with state and federal regulations. This role focuses on enhancing the effectiveness and performance of local agencies in delivering services to low-income individuals and families, assisting them in achieving self-sufficiency. The Liaison will work closely with state officials, local agencies, and other stakeholders to strengthen CSBG programs across the state. This position will report to the NCCAA Deputy Director.

Key Responsibilities:

- **Program Support and Technical Assistance:**
 - Provide guidance to CSBG subgrantees on compliance with state and federal requirements, including performance management, reporting, and organizational standards.
 - Assist in the development and implementation of plans, policies, and procedures to improve the delivery of services.
 - Conduct monitoring and support training and technical assistance for subgrantee programs to ensure adherence to CSBG requirements.
- **Training and Capacity Building:**
 - Organize and conduct training sessions for local agencies on topics such as performance management, strategic planning, financial reporting, and outcome tracking.
 - Develop and maintain resources, toolkits, and manuals to support ongoing capacity building.
 - Provide one-on-one technical support and mentorship to CSBG staff across the state.
- **Collaboration and Partnership Development:**
 - Act as a liaison between the NCCAA office and local agencies, fostering communication and collaboration.
 - Work with partner organizations, stakeholders, and community groups to coordinate efforts in addressing poverty and promoting self-sufficiency.
 - Represent the NCCAA at CSBG-related meetings, conferences, and other forums.

- **Data Management and Reporting:**
 - Manage a CSBG contract and ensure outcomes are met or exceeded within the stated timeframe.
 - Support data collection, analysis, and reporting efforts to measure program impact and effectiveness.
 - Track progress towards meeting national and state CSBG goals.

Qualifications:

- **Education:** Bachelor's degree in public administration, Social Work, Business, or a related field. A master's degree is preferred.
- **Experience:**
 - Minimum 3-5 years of experience in grant management, program administration, or community services programs, preferably within the CSBG framework.
 - Familiarity with federal, state, and local regulations governing CSBG.
 - Experience providing technical assistance, training, or capacity-building activities.
- **Skills and Competencies:**
 - Strong understanding of poverty reduction strategies and programs serving low-income populations.
 - Excellent communication and presentation skills, with the ability to convey complex information to a variety of audiences.
 - Detail-oriented with strong analytical and problem-solving abilities.
 - Ability to work independently and collaboratively with diverse teams.
 - Proficient in Microsoft Office Suite and grant management software.
 - Strong organizational and project management skills.

Preferred Qualifications:

- Experience working with federal and state funding agencies.
- Knowledge of Results-Oriented Management and Accountability (ROMA) and other performance management frameworks.
- Familiarity with data management systems used in the social services sector.
- Certified Community Action Professionals are preferred.

Work Environment:

- This position requires occasional travel for on-site support, training sessions, and conferences.

Compensation: \$65,000 base salary plus benefits.

Certificates, Licenses, Registration

Valid North Carolina driver's license

Drug Testing & Background Check

Applicants being considered for hire must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

As a condition of employment, the candidate must undergo a criminal conviction investigation. Conviction(s) revealed through the background check may not necessarily result in a bar to employment. All convictions are evaluated on a case-by-case basis, considering the nature and gravity of the conviction, time elapsed since the conviction, and job-relatedness.

Physical Demands & Working Environment

The duties of this job are regularly performed in a normal office environment. This position generally works 40 hours per week with occasional evening or weekend hours. Periodically, the employee may work remotely and be expected to meet outside the office and coordinate events at other locations. The employee is expected to meet the physical demands to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

General: This job description covers the general nature and level of work performed by the employee assigned to this position. The employee may be required to perform other job-related duties as requested by the Executive Director. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

Notice of Nondiscrimination: The NCCAA is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability, or sexual orientation, and any other class of individuals protected from discrimination under state or federal law. It is the policy of the NCCAA to comply with all federal, state, and local laws and regulations regarding equal opportunity. In keeping with that policy, NCCAA is committed to maintaining a work environment that is free of unlawful discrimination and harassment. Accordingly, NCCAA will not tolerate unlawful discrimination against or harassment of any of our employees or others present at our facilities by anyone, including any supervisor, coworker, vendor, client, or customer of NCCAA.

How to Apply

Interested professionals should provide their resume and cover letter by email only to Annette.Bryant@nccaa.net.

Application Deadline: Friday, November 8, 2024