



Announcement of Vacancy

Opening Date: August 01, 2020

Closing Date: Open until filled

Salary: Contract Negotiable

GCAA Training and Technical Assistance Coordinator

The Georgia Community Action Association is seeking to fill a management team vacancy for a Training and Technical Assistance Coordinator for Region IVA. The Association desires to fill this position from within the Georgia Community Action Network.

Position Summary

The scope of work includes design, development, and deployment of capacity building plans; leadership development, regional training and technical assistance, program planning, social media experience; excellent written and verbal communication skills are required.

General Responsibilities:

- Assist in the development of the Regional Performance and Innovative Consortium (RPIC) in Region IVA
- Act as a liaison between GCAA and Region IVA Associations (Georgia, Alabama, Florida, and Mississippi) to coordinate development of a regional T&TA strategy.
- Assist with implementation of the Region IVA Work Plan designed to build the capacity of State Associations and State CSBG Lead Offices
- Plan and deliver training, seminars, and workshops in accordance with established State and Regional T&TA Plan.
- Work collaboratively with local, regional, and national COE partners assigned by the GCAA Executive Director.
- Provide meeting agendas and schedules for all Regional IVA Partners.
- Prepare quarterly, monthly, and semi-monthly reports.

To Apply:

Please email a letter of interest and vita/resume to: Joyce Langford, Executive Assistant, at joycelangford@georgiacao.net