Training and Technical Assistance Administrator

Job Description

The National Association of Councils on Developmental Disabilities (NACDD) is a national non-profit organization that serves as the membership organization for the 56 Councils on Developmental Disabilities (DD Councils) across the United States and its territories. The DD Councils receive federal funding to support programs that promote self-determination, integration, and inclusion for all people in the United States with developmental disabilities.

Work Relationship/Accountability:

The Training and Technical Assistance Administrator (T/TA) will report directly to the Director, Technical Assistance and the NACDD CEO. The T/TA Administrator will also work collaboratively with other members of the NACDD team.

Time Commitment:

This is a full-time salaried job with a commitment of 40 hours per week. Additional hours may at times be required. This position is remote though residing in, or occasional travel to, the Washington, DC area is highly welcomed.

Responsibilities/Duties:

* Provide generalized, targeted, and individualized training and technical assistance services to State and Territorial Councils on Developmental Disabilities (DD Councils) using culturally competent technical assistance strategies and methods.
* Manage the planning and implementation of the Technical Assistance Institute, including programmatic and logistical arrangements, preparation of culturally competent and accessible Institute materials.
* Develop and facilitate assigned webinar and knowledge exchange meetings for DD Councils on topics of interest and importance.
* Develop and disseminate monthly e-news products to the Council network.
* Develop topical information reports as assigned on identified subjects of interest to the Office of Intellectual and Developmental Disabilities and DD Councils.
* Conduct follow-up on technical assistance provided and evaluate effectiveness of technical assistance and training.
* Plan and facilitate the work of committees to support training and technical assistance efforts.
* Assist in developing, acquiring, cataloguing, and distributing resource information to the DD Councils.
* Oversee the diversity, inclusion, cultural and linguistic competence, and equity plan for providing training and technical assistance services.
* Complete monthly reports to include outputs, outcomes, and assessment of progress on assigned tasks using evidence-based, innovative, and tailored strategies and resources.
* Assist in maintaining the TA website and assist in content development as needed.

**Skills and Expertise**

* Familiarity with and belief in the mission of State Councils on Developmental Disabilities.
* Familiarity with evidence-based strategic planning, measuring, and evaluating program activities.
* Familiarity with the principles of diversity, inclusion, equity, and cultural and linguistic competency.
* Knowledge about the DD Council program, operations, and structures.
* Established relationships with and access to individuals nationwide who have expertise in providing training and technical assistance to the DD Council network.
* Expertise and knowledge of various training and technical assistance methodologies.
* Proficient computer skills using MS Word, Excel, Outlook, and Internet.
* Proficient skills using web conferencing systems, integrated applications, and online survey systems.
* Strong and effective communication skills both written and verbal, with ability to problem solve in a professional manner.
* Knowledge of Federal laws impacting people with intellectual and developmental disabilities with emphasis on the Developmental Disabilities Assistance and Bill of Rights Act.
* Logistic and programmatic event planning experience (both in-person and online).
* Ability to facilitate large and small group discussions.
* Occasional travel required.
* Familiarity with the self-advocacy movement and efforts to develop people with ID/DD as leaders.
* Perform multiple tasks under tight deadlines without sacrificing quality or accuracy.
* Strong attention to detail and follow-through.
* Ability to work across multiple time zones.

Additional Qualifications:

Ideal candidates must have a bachelor’s degree and previous work experience in provision of technical assistance. Candidates must be sensitive to confidential matters.

***The National Association of Councils on Developmental Disabilities (NACDD)*** *provides equal employment opportunities to all persons without regard to social and economic background, political affiliation or belief, race, color, gender identity, ethnicity, religion, mental or physical disability, national origin, current and/or former service member status, sexual orientation, health status, age, physical characteristics, or marital status, and promotes the full implementation of this policy through a positive, continuing program of outreach.*

*To apply please send resume, cover letter, 2-3 references, and salary expectations to* [*rtroutman@nacdd.org*](mailto:rtroutman@nacdd.org) *by June 23, 2023.*