



Technical Assistance Specialist, Education Training & Technical Assistance

Position Overview

Lux Consulting Group, Inc. (Lux) seeks a part-time Technical Assistance (TA) Specialist to support federal clients, with a primary focus on education initiatives. The TA Specialist will support the work of a TA center serving state education agencies (SEAs) and local education agencies (LEAs). The TA Specialist will help enhance training and technical assistance (TTA) support focused on various topics such as student engagement, chronic absenteeism, school climate, youth and family engagement, and more.

Lux is reviewing contract, part-time, and full-time candidates for current and future opportunities. The position is primarily remote/telework within the United States, although occasional travel to meetings/events will be required.

Essential Responsibilities:

Your responsibilities may include any of the following:

- Collaborate with the TA team and other team members to assess the needs of SEAs and LEAs and help developed tailored TTA plans
- Supporting training and technical assistance (TTA) focused on various education topics related to student engagement and attendance
- Assist with the implementation of activities across multiple service tiers (universal, targeted, and intensive) and with varied audiences, such as States, districts, other TA providers, and community partners.
- Contribute to the design, development, dissemination, and maintenance of resources on relevant topics.
- Support the development, implementation, and facilitation of webinars, communities of practice, and other forms of learning communities for state and local practitioners.
- Develop presentations, reports, tools, and other materials/resources that include evidence-based interventions to improve student attendance and engagement.
- Conduct research and stay abreast of best practices, policies, and trends related to assigned focus areas.
- Assist in monitoring and evaluating the effectiveness of TTA and make recommendations for improvement.
- Build and maintain strong collaborative relationships with federal agencies, SEAs, LEAs, and other stakeholders
- Conduct engagement activities. Support with recruitment, dissemination, and communication strategies to States, districts, and other stakeholders.
- Maintain accurate records and documentation of TTA activities, interactions, and outcomes.
- Available for occasional travel.
- Ensure proofing and quality control on all project activities and deliverables.
- Attending regular status meetings (internal and external) as needed.
- Assisting with special projects and providing administrative support as needed.
- Maintaining regular reporting and communications with the TA Team and proactively communicating about workload, questions, and topics for discussion related to strong client support.



Minimum Qualifications:

- Bachelor's degree and three years of relevant experience in education, student and family engagement, childhood development, or other related fields.
- Experience providing TTA or capability-building support to state or local education agencies (or similar organizations).
- Experience supporting, managing, and administering Federal education programs preferred. Preference will go to candidates with experience supporting the U.S. Department of Education, K-12 education initiatives, and/or demonstrated understanding of Title I, Part A of the ESEA.
- Excellent oral, written, and interpersonal communication skills. Attention to detail and commitment to quality work delivery.
- Ability to work collaboratively in a team environment and establish effective working relationships with diverse stakeholders.
- Excellent computer skills and proficiency in the use of Google platform applications, Microsoft Office (Word, Outlook, Excel, and Access), WordPress (or other web-based) content management system, and MailChimp (or other web-based) email system.
- Ability to obtain Public Trust security clearance required.

Job Type: Contract, part-time (potential for full-time). Primarily remote/telework, with occasional travel.

Salary: This position offers an hourly rate of \$32.50 - \$39.45 / hour, commensurate with experience.

What We Offer

- A fun, dynamic working environment with an energetic and diverse team
- An inclusive culture where everyone is welcome
- Competitive compensation commensurate with experience

EEO

Lux is proud to be a minority-led, Equal Opportunity Employer. We're committed to building a diverse and inclusive workplace where everyone feels welcome and can bring their whole selves to work. We believe a team that reflects a variety of backgrounds and perspectives helps us better serve the needs of our customers and we celebrate diversity in all forms. As an Equal Opportunity Employer, we're committed to living out these values in all aspects of hiring, employee engagement and retention.

Lux Company Overview

Lux Consulting Group, Inc. (Lux) is a dynamic, award-winning small business providing professional services to help government and non-government agencies run social and scientific programs at the local, national and international levels. Lux operates as a remote/telework/virtual workplace with headquarters in College Park, MD.

How to Apply

Interested candidates should submit a resume, references, and cover letter addressed to Dr. Jamie Muskopf, Director of Programs, Technical Assistance and Learning at HR@luxcg.com. The cover letter should include the name of the position and start date availability. Please note: Resumes submitted without a cover letter will not be considered.