



**POSITION ANNOUNCEMENT:**  
**TRIBAL PROGRAM COORDINATOR**  
*Tribal TTA & Logistics Team*

**Position Overview**

Lux Consulting Group, Inc. (Lux) seeks an experienced Tribal Program Coordinator to join a small, collaborative team supporting a national Tribal TTA & Logistics Program working on behalf of federal clients serving Native American and Alaska Native Tribes and Tribal Organizations. Reporting to the Vice President of Tribal Training and Technical Assistance, the Tribal Program Coordinator will serve as the primary liaison managing all logistics and support for several national Tribal advisory committees. The Tribal Program Coordinator will develop, communicate, and coordinate all logistics and support activities necessary to facilitate executive level review and decision making. The Tribal Program Coordinator will ensure success through careful analysis of project workflows and effective communication with the client. The Tribal Program Coordinator will also track contract timelines, manage deliverables, and keep projects on productive paths. Successful candidates will be team players that can manage their time independently and thrive in a fast-paced, dynamic, and mission-driven environment.

**Essential Functions**

- Report to the Lux Vice President of Tribal Training and Technical Assistance, as well as coordinate with the Project Director leading the Administration for Native Americans (ANA) logistics and support contract.
- Serve as the primary liaison managing all logistics and support for the ACF Tribal Advisory Committee (TAC) efforts, the Intradepartmental Council on Native American Affairs (ICNAA) efforts, and other related HHS Tribal Advisory Committees.
- Develop, communicate, and coordinate all logistics and support activities necessary to facilitate executive level review and decision making for successful advisory committee processes and events.
- Ensure success through careful analysis of project workflows and effective communication with the client.
- Track contract timelines, manage deliverables, and keep projects on productive paths.
- Manage all administrative logistics and support for bi-monthly TAC meetings, at least 6 meetings per year, including: preparation and distribution of invitations, letters, agendas,

and documents to TAC members; attendance at TAC meetings; and provision of TAC minutes.

- Manage all administrative logistics and support for the ANA Tribal Advisory Committee (TAC), White House Council for Native American Affairs Intradepartmental Council on Native American Affairs (ICNAA) and other related HHS Tribal advisory councils.
- Manage all administrative logistics and support for ANA/HHS Tribal Consultations as well as any additional consultations, typically one or two per year.
- Manage administrative logistics and content management support including: relevant filing systems, travel documentation, scheduling, and conference events.
- To achieve project goals, coordinates with the Senior Meeting Planner to ensure successful implementation of all event logistics, including meeting space, registration logistics, and/or webinar technologies for all consultation needs and events.
- To achieve project goals, coordinates with the Data/IT Team to ensure successful implementation of all communication platforms for all consultation needs and events.
- Attend all TAC and Tribal Consultation sessions and provide support to the ANA Commissioner and Deputy Commissioner.
- Utilize project management methodologies to ensure effective program planning, progress, budgeting, monitoring, and reporting.
- Ensure proofing and quality control on all activities and deliverables.
- Guide and/or assist the Tribal TTA & Logistics with special projects as the need arises.

### **Minimum Qualifications**

- Master's degree plus 2 years experience, Bachelor's degree plus 5 years experience (or 10 years combined experience) in logistics management. Experience with training and technical assistance portfolio and IT project portfolios preferred. Experience working with minority communities, especially Native American communities, is preferred. Experience developing culturally competent materials is also preferred.
- Demonstrated success managing project plans, budgets, and staff.
- Proactive and creative approach to addressing challenges as they arise.
- Excellent computer skills and proficient in the use of visual data tools.
- Experience in client service and working with senior management, including working closely with federal staff.
- Ability to gather, understand, and communicate client business requirements and translate into potential solutions.
- Ability to manage multiple tasks simultaneously, meet deadlines, and adapt to constantly changing requests.

- Experience with business process improvement.
- Ability to obtain Public Trust security clearance required.
- Project Management or Agile certification preferred.

**Job Type: Full Time, On-Site/Hybrid (Washington, DC)**

**Salary:** 75k - 90k

### **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.
- Medical, Dental and Vision coverage.
- Short & Long Term Disability in addition to Life Insurance (company sponsored).
- 401k Retirement Savings Plan through ADP (After 6 months of employment).
- Paid Time Off (PTO)- Full Time Accrual.

### **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 Consulting Group, Inc.**

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 Silver Spring, MD. Lux is an Equal Opportunity Employer.

### **How To Apply**

Interested candidates should submit a resume, references, and cover letter addressed to Ms. Nicole Oxendine, Vice President, Tribal Training & Technical Assistance at [HR@luxcg.com](mailto:HR@luxcg.com) and copy [ttajobs@luxcg.com](mailto:ttajobs@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.*

[www.luxcg.com/open-positions/](http://www.luxcg.com/open-positions/)