

PROJECT ASSOCIATE

The Association of Community College Trustees (ACCT) is a non-profit membership educational organization comprised of over 500 governing boards and over 6000 trustees who govern public community, technical and junior colleges across the U.S. and abroad. The ACCT Office of Public Policy is responsible for representing the nation's community college trustees before the United States Congress, federal government and its representatives and agencies, and other peer associations based in the nation's capital. Housed within ACCT is the Center for Policy and Practice, which sits between the membership and policy makers, and achieves its goals through a combination of case studies, research briefs, convenings, and supporting best-practice development through pilot efforts at ACCT member institutions. For more information about ACCT go to: www.acct.org.

This position is part of a bargaining unit of ACCT staff represented by OPEIU Local 2.

DESCRIPTION:

Under the supervision of the Director, Kids on Campus, the Project Associate will provide day-to-day support of an assigned grant and project portfolio. The Project Associate will be responsible for activities across a range of projects that contribute to the ACCT's Center for Policy and Practice's goal to bring policy and practice together. There will be additional duties assigned to support the overall mission of the Center for Policy and Practice.

The position is located in ACCT's Washington, DC office. This is a grant-funded position with an end date of June 30th, 2029 with the possibility to extend. Salary range \$60,000 - \$65,000.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- 1. Support the continuous operation of the assigned grant/project portfolio:**
 - Engage directly with community colleges participating in projects for grant activities including technical assistance and communities of practice
 - Convene and facilitate meetings with grant/project partners
 - Monitor grant/project progress and communicate progress on project goals and objectives, including tracking in project management software and customer relations management software
 - Support grant activities that contribute to meeting all objectives and deliverables relevant to project portfolio
 - Author blog posts and other communications to disseminate project information
 - Promote and communicate grant/project activities for stakeholders

- 2. Support ACCT's Center for Policy and Practice**
 - Support Center for Policy and Practice outreach to member and external audiences via website, email communication blasts, blog posts, newsletters, and social media

3. Support ACCT's broader public policy research and advocacy activities

- Authoring/co-authoring original reports, briefs, and other content on issues of national importance for community colleges as relevant to projects.
- Build and grow mutually beneficial partnerships across higher education landscape, businesses, industries, and funding organizations.
- Participate in planning and training activities for the Community College National Legislative Summit and Annual Leadership Congress.

4. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

- Minimum of BA/BS degree and at least 2-4 years of work experience related to higher education and/ or public policy; *Master's degree can count toward work experience.*
- Strong project management, research, and writing skills;
- Grant management experience;
- Practical knowledge of or experience in workforce development, community colleges, or related systems;
- Strong interpersonal skills;
- Strong oral and written communication skills;
- Sensitivity to diverse cultures, races, and low-income family situations;
- Must have the ability to work as a team member and able to deal effectively and courteously with supervisor, peers, and governmental agencies and their representatives;
- Ability to travel up to 15% as public health considerations permit.

DESIRED QUALIFICATIONS:

- Ability to work independently and with team members with little supervision from senior management;
- Demonstrated ability to work effectively with different stakeholders to achieve shared goals;
- Attention to detail to keep projects on track and on time;
- Sensitivity to diverse cultures, races, and low-income family situations;
- Ability to present in front of both small and large audiences;
- Ability to exercise sound judgment, initiative and maintain strict confidentiality;
- Technology skills related to website upkeep, client resource management, communication platforms, and data collection and analysis;