



Position Title: SPARS Training and Technical Assistance Coordinator

The Center for Social Innovation (C4) is a woman-owned, mission-driven small business. C4 is a community of clinicians, social scientists, policy analysts, consumers and educators dedicated to using knowledge creatively to improve the lives of vulnerable populations. Through training and technical assistance, research and evaluation, and web-based communications, C4 applies knowledge of best practices in human service delivery to real world settings in the areas of housing and homelessness, behavioral health and recovery, trauma, and other issues our staff cares about deeply.

C4 is committed to creating and maintaining a diverse workforce. We actively encourage applicants from minority racial and ethnic backgrounds, as well as historically marginalized groups; this includes but is not limited to lesbian, gay, bisexual, queer, people who identify as transgender or non-binary, people living with disabilities or serious mental health conditions, and lived experiences of homelessness or recovery from substance use disorder. C4 is an affirmative action-equal opportunity employer.

C4 is seeking a Training and Technical Assistance Coordinator (TTAC) to develop and provide training and technical assistance related to performance data collection, reporting, and utilization to the Substance Abuse and Mental Health Services Administration's (SAMHSA's) discretionary services Government Project Officers (GPOs) and grantees as part of SAMHSA's Performance Accountability and Reporting System (SPARS) project. Training and technical assistance provided by the SPARS team include live online trainings, in-person presentations, phone consultations, written guidance documentation, screen flow and recorded videos, as well as on-demand self-paced training modules.

Responsibilities:

- Coordinate and lead development of content and materials for trainings, technical assistance events, and other SPARS guidance materials that are concise, interesting, and employ adult learning principles.
- Lead instruction of training content through live online and in-person trainings.
- Work directly with external partners in the planning, development, and implementation of training and technical assistance activities.
- Support the SPARS Help Desk and Systems Development teams with Subject Matter Expertise on SAMHSA center-specific reporting requirements and procedures.
- Write, review, and submit business correspondence, summary reports, and other documents.
- Operate and provide technical support for online meetings and events using Adobe Connect.
- Assist in the development of materials for bids, proposals, and other fundraising activities as needed.

Requirements:

- Bachelor's degree and at least 3 years' experience relevant to this position or equivalent background with 5 years' experience.
- Experience implementing or evaluating a SAMHSA-funded grant.
- Experience developing and delivering professional or procedural trainings to service providers.
- Proficiency with Microsoft Office Suite.
- Highly developed written and verbal communication skills.
- Demonstrated ability to coordinate and manage work.
- Ability to meet assigned deadlines.

Location: The Center for Social Innovation's main office is in Needham, Massachusetts. We also have employees living across the U.S. Remote or Massachusetts-based applicants are welcome to apply.

Salary: \$50,175 - \$55,750

To apply, please send a cover letter, salary requirements, and resume with "SPARS Training and Technical Assistance Coordinator" in the subject line to Human Resources at apply@center4si.com.