

POSITION DESCRIPTION

Title: State Association Specialist (CAPND)	Date Prepared/Reviewed: 4/4/22, 4/18/23, 7/1/25
Reports to: Community Action Partnership of North Dakota Executive Director	Supervises: N/A
Purpose of your Position: The State Association Specialist supports the day-to-day operations of CAPND and assists the Executive Director with implementation and oversight of statewide programs and special projects. This position will be responsible for providing training and technical assistance to subgrantees, tracking program performance and expenditures for key initiatives, supporting digital platforms and internal systems, and strengthening CAPND's capacity for data-informed decision making. This role requires strong organizational, communication, and technology skills, and the ability to manage multiple priorities in a fast-paced, mission-driven environment.	Status: Non-Exempt
<p>Below are the essential duties of this position. Other duties may be assigned as needed.</p> <p>ESSENTIAL DUTIES:</p> <ul style="list-style-type: none"> • Assist the Executive Director with daily tasks, including planning, coordination, and implementation of CAPND projects and initiatives. • Provide internal support and technical assistance on Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, SharePoint), including troubleshooting and end-user support for CAPND staff and partners. • Support the development, implementation, and use of a statewide client database to improve tracking and reporting across CAPND programs. • Evaluate, manage, and recommend improvements to the CAPND website, SharePoint, social media platforms, and e-marketing efforts. • Provide training and technical assistance to CAPND member agencies and partners to support program administration and compliance. • Track program activities, expenditures, and grant performance for special projects, including but not limited to, Weatherization Readiness Fund, Homeowners Assistance Fund, SSVF (Supportive Services for Veteran Families) State Fund Infusion. • Assist with the development and dissemination of reports, marketing materials, and program updates. • Utilize Results-Oriented Management Accountability (ROMA) data-driven trends to inform best practices throughout CAPND programs. • Assist with preparation, planning, and implementation of CAPND-led trainings, conferences, and events. • Maintain a professional attitude and high level of efficiency in all responsibilities. • Maintains maximum efficiency in use of time, materials, equipment, and vehicles. 	

OTHER DUTIES:

- Coordinate special projects and cross-agency initiatives as assigned.
- Attend meetings and represent CAPND at program-related events, including occasional travel across the state.
- Performs other duties as assigned or requested.

Education/Training Required:

- Four-year degree required
- Extensive computer skills
- Minimum 3–5 years of experience in program coordination, grant management, or human services.
- Demonstrated knowledge of nonprofit or government-funded programs strongly preferred.

Experience and Skills Required:

To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Two to five years of experience in human service field.
- Knowledge of program and grant management.
- Ability to create and present budgets.
- Ability to communicate effectively with others both verbally and in writing.
- Ability to interact with others in a professional and appropriate manner.
- Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with CAPND clients and staff.
- Ability to work independently under general direction of supervisor.
- Capable of reporting to work on time prepared to perform duties of the position and willingness to perform duties as workload necessitates.
- Ability to carry out the duties of this position while helping to fulfill CAPND's mission and while adhering to its policies, procedures, and regulations.
- Must possess a valid driver's license and be able to travel independently. Must have access to a vehicle for travel.
- Advanced proficiency in Microsoft Office Suite, particularly Excel and SharePoint.
- Strong written and verbal communication skills, including the ability to explain technical systems and programmatic information clearly.
- Experience with website maintenance, social media content planning, Canva, and other digital communication tools.
- Excellent organizational skills with the ability to manage multiple projects and deadlines.
- Familiarity with program evaluation and data tracking methods.

The working conditions and environment and the physical requirements/activities listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions and Environment: While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from office equipment and co-workers.

Physical Requirements/Activities: While performing the duties of this position, the individual is regularly required to sit (50% of the workday), stand, walk, bend, carry, reach with hands and arms, use hands to finger, handle, feel, and use office equipment, and communicate (talk and hear). Occasionally, the employee is required to climb, balance, kneel, crouch, push, pull, lift, twist, and grip. Frequently, the employee is required to exert less than 10 pounds, and occasionally up to 25 pounds, of force to lift, carry, push, pull

or otherwise move objects, including the human body. Infrequently, the employee is required to exert up to 50 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body. Specific vision ability required is close vision of 20 inches or less.

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.

I have read and understand the above Position Description:

Employee Signature

Date