

# **Coastal Technical Assistance Center (CTAC)**

## **Program Support Assistant**

### **CTAC BACKGROUND**

The Coastal Technical Assistance Center (CTAC) is a program generated and funded through Louisiana Economic Development (LED) and the Coastal Protection and Restoration Authority (CPRA). LED and CPRA identified a need to assist Louisiana-based, small businesses in obtaining contracts with entities involved in the restoration and recovery efforts of coastal Louisiana. Oversight of the CTAC program is currently administered by South Louisiana Economic Council (SLEC).

CTAC's programmatic focuses are as follows:

- To serve as a Technical Assistance Center to Louisiana businesses seeking opportunities in the Coastal Restoration and Recovery efforts of Louisiana.
- To assist businesses in obtaining contracts with prime contractors related to Coastal Restoration and Recovery efforts of Louisiana.
- To provide opportunity to Louisiana-based businesses allowing coastal dollars to remain in Louisiana while creating jobs.
- To provide training and assistance to businesses in preparation to be contractor and project ready relative to business organization, promotion, certification, insurances, etc.
- To help develop an increased workforce demand while qualifying needed workforce through a technical community college-based Workforce Initiative.
- In operation of the Bayou Business Emergency Operations Center and in partnership with GOHSEP and LABEOC, to serve as a command resource during coastal disasters to align local businesses with contractors and opportunities during recovery efforts.

**POSITION TYPE:** Full-time  
**REPORTS TO:** CTAC Program Coordinator  
**WORK LOCATION:** South Louisiana Economic Council  
CTAC Resource Center  
322 Audubon Ave  
Thibodaux, LA 70301

### **POSITION SUMMARY**

The Program Support Assistant will serve as the right hand and strategic partner to CTAC's Program Coordinator, providing critical, high-level support such as office planning, research, analysis, correspondence control, communication, and liaison for administrative support. The incumbent may also plan, accomplish, and/or manage special projects. This position is an opportunity for a highly organized, detail-oriented individual with outstanding interpersonal skills and a strong sense of initiative to play a critical role in the continuous development of the CTAC program.

## **JOB REQUIREMENTS**

### **MINIMUM QUALIFICATIONS**

High school diploma and 5 years of qualifying experience in office administration OR  
AS/AA in business administration or related field with 3 years qualifying experience OR  
BS/BA in business administration or related field with 1-2 years qualifying experience

### **CORE RESPONSIBILITIES**

Provide high level administrative support to the Program Coordinator

Support executive communications and correspondence, including taking calls, responding to emails, and drafting letters, while ensuring prompt, accurate, and appropriate responses

Format, proofread, and help prepare internal and external documents and presentations

Perform data entry and develop and maintain filing systems

Maintain a substantial log of all correspondences, public engagement, and other interactions

Serve as initial contact with public and must consistently engage professional protocol with the public

Assist with coordinating logistics for organization and training events

Assist with other organization projects as needed

Perform special projects as needed

### **ADDITIONAL REQUIREMENTS AND DEMONSTRATED SKILLS/KNOWLEDGE**

Energetic, possesses a positive outlook and a self-starter

Exceptional communication, interpersonal, and problem-solving skills

Strong time management skills and ability to perform multiple tasks simultaneously and meet deadlines

Ability to work both independently and collaboratively

Excellent computer, internet, and information technology skills, including proficiency in Google Mail, Calendar, Drive as well as Microsoft Office, and the ability to learn new technology tools quickly

### **PAY**

\$32,000 Annually

**SCHEDULE**

Monday-Friday with occasional travel

**BENEFITS**

Dental, Health and Paid time off (waiting period may apply)

**TO APPLY**

Submit cover letter and resume with three work related reference to:

Laci Melancon, CTAC Program Coordinator

[laci@louisianactac.org](mailto:laci@louisianactac.org)

**Position open until filled**