



**NALEO Educational Fund** . . . *facilitating full Latino participation in the American political process*

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## **JOB ANNOUNCEMENT**

Please post and circulate  
**Communications Associate**

### **The Organization**

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 to promote the participation of Latinos in the nation's civic life. The NALEO Educational Fund carries out this mission by developing and implementing programs that promote the integration of Latinos into the American political system, providing assistance and training to the nation's Latino elected and appointed officials, and conducting research and policy analysis on political access issues.

The NALEO Educational Fund is a 501(c)(3) non-profit organization governed by a 15 member Board of Directors and a 25 member Board of Advisors. Both Boards are comprised of Members of Congress, and state and local elected officials. The NALEO Educational Fund Board of Directors also includes members of the private sector. Headquartered in Los Angeles, the NALEO Educational Fund maintains offices in Washington, D.C., Houston, and New York City. It employs about 45 full-time staff with an annual budget of \$6 million, and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, and retirement coverage.

### **The Position**

The Communications Associate will support the needs of the NALEO Educational Fund's Communication's Department which is responsible for managing the delivery of the organization's message to external and internal audiences. The Communications Associate duties include: managing media and email lists used to communicate with stakeholders; identifying and monitoring media and stories related to the organization and its mission; providing assistance with writing media advisories, press releases, and other documents as needed; helping to coordinate press events as needed; assist in "pitching" to media, both in the nation's capital and nationwide; assist with updating, managing, and contributing to the organization online presence through website, Twitter, Facebook and blogs; maintaining catalog of event photography and related media. This position reports to the Senior Director of Operations. This is a full time, non-exempt position located in Los Angeles, CA in the range of \$16.82 to \$19.23 per hour, commensurate with experience.

### **Qualifications**

- Bachelor's degree in communications or related field required;
- Excellent analytical, verbal and written communication skills, writing samples are required;
- Bilingual (Spanish/English) written and oral skills strongly preferred;
- At least three years of experience in communications or related work;
- Basic proficiency with website design, email marketing and database applications required;
- Strong proficiency with Adobe Creative Suite (Dreamweaver, Illustrator, InDesign, Photoshop) for both PC and Mac
- Outstanding organizational, administrative, and management skills, including ability to interact with staff, media, elected and appointed officials, and foundation/corporate/business representatives;
- Ability to work respectfully with people from all cultural and socioeconomic backgrounds;
- Supportive of the mission and non-partisan philosophy of the NALEO Educational Fund.

## **PLEASE SEND COVER LETTER, RESUME, AND SALARY HISTORY TO:**

Angela Weimer, Senior Director of Operations

NALEO Educational Fund • 1122 W. Washington Blvd, Third Floor • Los Angeles, CA 90015

Tel: (213) 747-7606 • Fax: (213) 747-7664 • E-Mail: [aweimer@naleo.org](mailto:aweimer@naleo.org)

*NALEO Educational Fund is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, gender expression, citizenship or authorized alien status, or veteran status.*