



...facilitating full Latino participation in the American political process

JOB ANNOUNCEMENT

Please post and circulate

Program Manager for Civic Engagement - Houston, TX

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 Latino immigrants into American society, providing assistance and training to the nation's Latino elected and appointed officials, and conducting research on issues important to the Latino population.

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 composed of Members of Congress, state and local elected officials, and corporate leaders from across the country. The NALEO Educational Fund maintains offices in Houston, Los Angeles, Orlando, New York City, and Washington D.C.. It employs approximately 45 full-time staff and has an annual budget of approximately \$8 million, and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, and retirement coverage.

The Position

The Program Manager will coordinate and execute a wide array of activities central to the programmatic goals of the national Civic Engagement Program. In particular, the Program Manager will help to oversee components of the NALEO Educational Fund's voter engagement and citizenship efforts in the Southwest. Duties will include but are not limited to engaging and providing technical assistance to local community partners; organizing and leading meetings with partners; preparing timelines and work-plans for project implementation; and general project management. The Program Manager is also expected to prepare regular reports and updates for a wide array of audiences; conduct large-scale trainings and workshops; and conduct interviews with English and Spanish mass-media, as requested.

The position also includes basic office administrative duties, including but not limited to processing outgoing/incoming written communication; composing and editing letters, memoranda, mailings and reports. Applicants must have experience using Windows-based computers, conducting internet research, and using Microsoft Office programs (including Excel). This position reports directly to the Texas Director of Civic Engagement. This is a full-time, non-exempt position, compensated at \$17 to \$20 per hour, commensurate with experience.

Qualifications

- Minimum of two years of community outreach and/or program management experience.
- Bachelor's degree strongly preferred.
- Ability to work in a fast-paced work environment involving flexible hours, including weekends as needed.
- Good organizational and management skills, and ability to handle multiple tasks, organize and prioritize workload.
- Fluency in Spanish required (written and spoken).
- Excellent interpersonal and verbal skills, including the ability to interact with staff, media, elected and appointed officials, corporate/business representatives, community members, and the general public/community.
- Excellent writing skills, and able to prepare public-ready written materials, ranging from press releases to program reports.
- Self motivated, with ability to work effectively in both independent and collaborative environments.
- If a driver, must have a valid driver's license with proof of automobile insurance coverage.
- Ability to work respectfully with people from all cultural and socioeconomic backgrounds.
- Supportive of the mission and philosophy of the NALEO Educational Fund.

PLEASE SEND A LETTER OF INTEREST AND RESUMÉ TO:

Angela Weimer, Director of Human Resources and Administration
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