

# JOB ANNOUNCEMENT

*Please post and circulate*

## **Regional Coordinator - Census ♦ Los Angeles Full-time / Temporary Position (October 2009 through May 2010)**

### **The Organization**

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 and is the leading nonprofit organization that facilitates full Latino participation in the American political process, from citizenship to public service. 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 comprised of members of Congress, state and local elected officials, and corporate leaders from across the country. The NALEO Educational Fund maintains offices in Los Angeles, Washington D.C., Houston and New York, employs approximately 43 full-time staff and has an annual budget of approximately \$6 million.

### **The Position**

The Regional Coordinator will direct the NALEO Educational Fund's national Census initiative in the city of Los Angeles and Los Angeles County to ensure a full count of the U.S. Latino Population. The Regional Coordinator will work closely with the Deputy Director of Civic Engagement-Census in planning and evaluating the initiative. This individual will be responsible for the day to day planning and coordination of initiative activities with the organization's regional offices and initiative staff. In particular, the Regional Coordinator will oversee various regional components of the NALEO Educational Fund's work in the *ya es hora ¡HAGASE CONTAR!* campaign, as it pertains to the 2010 Census. Duties may include organizing and leading meetings with local partner organizations; coordinating with local media partners; responding to media requests as instructed (including interviews, both in Spanish and English); preparing timelines and work-plans for project implementation; and general project management. 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.

Duties may include Implementing a detailed Census campaign plan and Census in Schools National Support Initiative; identifying and recruiting local community partners for the *ya es hora ¡HAGASE CONTAR!* Campaign; overseeing and managing public information products, which will serve as primary outreach collaterals for the *ya es hora ¡HAGASE CONTAR!* Campaign; helping coordinate Census in Schools campaign activities with elected officials, education advocates, and education networks; providing regular reports on the campaign's activities to the Department Director.; preparing regular reports and updates for public distribution; conducting trainings, interviews, workshops and briefings on the *ya es hora ¡HAGASE CONTAR!* Campaign. This position reports directly to the Senior Director of Civic Engagement. This is a full time / temporary non-exempt position to May 31, 2010 at \$19.23 per hour, commensurate with experience.

### **Qualifications**

- Minimum of 2 years of community outreach, campaign, and/or program management experience.
- Bachelor's degree not required but desirable.
- Basic proficiency in Spanish preferable (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 especially the general public/community.
- Excellent writing skills and ability to prepare written materials, ranging from press releases to program reports.
- Self motivated, with ability to work alone or in a high energy, fast-paced team environment.
- Willing to travel and work flexible/extended hours (including weekends) as required
- If a driver, must have a valid driver's license with proof of automobile insurance coverage
- Excellent professional demeanor
- Ability to work respectfully with people of all cultural and socioeconomic backgrounds
- Supportive of the mission and philosophy of the NALEO Educational Fund

### **PLEASE SEND A LETTER OF INTEREST AND RESUME TO:**

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