



JOB ANNOUNCEMENT

Please post and circulate

Executive Assistant for Administration

The Organization

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

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. It employs approximately 45 full-time staff and has an annual budget of \$7 million and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, and retirement coverage.

The Position

The Executive Assistant will provide administrative support primarily to the Executive Director as well as to the Senior Director of Operations. This requires processing incoming/outgoing materials such as correspondence, reports, memoranda, and other forms of written communication; composing and editing letters and reports; reviewing correspondence for accuracy and completeness; preparing Board meeting notices and packets; performing office automation duties using software applications such as electronic mail, desk-top publishing, spreadsheet, database and/or graphics; maintaining the Executive Director's and Senior Director's calendar, scheduling appointments, coordinating meetings and/or conferences (including telephone conferences), making flight and hotel arrangements, and monitoring the use of services, supplies, and/or equipment for the office. Periodic travel required in relation to the Annual Conference and meetings of the Board of Directors. This is a full time non-exempt position with an annual salary commensurate with qualifications and experience in the range of \$36,000 to \$40,000.

Qualifications

- Outstanding organizational and administrative skills, including ability to interact with staff, media, elected and appointed officials, corporate/business representatives, and the general public.
- Ability to type accurately at 45 wpm and be computer literate, particularly using WordPerfect, Word, Excel, and Access data management software as well as Microsoft Outlook email;
- Ability to efficiently take and transcribe meeting minutes;
- Excellent verbal and written communications skills;
- Ability to handle multiple tasks and to organize and prioritize workload efficiently;
- Must be a college school graduate with at least two years administrative experience
- If a driver, must have a valid California Driver's License and automobile insurance coverage;
- Ability to speak Spanish required; ability to read and write Spanish, a plus;
- 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 SALARY HISTORY AND RESUME TO:

Angela Weimer, Senior Director of Operations

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