



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

## **JOB ANNOUNCEMENT**

Please post and circulate

### **Program Associate for Civic Engagement**

#### **The Organization**

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 to empower Latinos to participate fully in the American political process. The NALEO Educational Fund carries out this mission by developing and implementing programs that promote the integration of Latinos 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. It employs approximately 60 full-time staff and has an annual budget of \$6 million.

#### **The Program**

The mission of the Harry Pachón Civic Engagement Department helps inform, mobilize, and integrate the Latino community into the American political process. The Department works at both the national and community levels, and empowers Latinos through a wide range of initiatives, including naturalization, voter engagement, and census participation.

#### **The Position**

The Program Associate for Civic Engagement will provide administrative support to the programs of the Civic Engagement Department. This will include the coordination and execution of project specific activities in the department's naturalization assistance and promotion, voter mobilization, and Census participation programs. This requires processing incoming/outgoing materials such as correspondence, reports, and memoranda; composing and editing written communication; compiling and updating training manuals and other informational materials; extensive computer use including e-mail, online research, spreadsheet, and databases; maintaining and organizing the file system; and maintaining the departmental calendar, travel arrangements, and scheduling. The Program Associate will also manage departmental databases; update critical information on both voting/elections and naturalization information for *ya es hora* campaign websites; and coordinate hiring, training, and scheduling for the department's hotline and phone canvassing efforts. The Program Associate also provides general department and organizational support as needed. This position reports to the Deputy Director of Civic Engagement. This is a full time, non-exempt position in the range of \$11.54 to \$14.42 per hour, commensurate with experience.

#### **Qualifications**

- Strong organizational and administrative skills, including ability to interact with fellow staff, media, elected officials, corporate/business representatives, and the general public.
- Excellent typing skills and extensive computer skills required, including MS Office software programs and internet. Experience with working with or managing databases a strong plus.
- Strong written and oral communication skills.
- Ability to handle multiple tasks, organize and prioritize workload.
- Ability to work in a fast paced team environment. Past political campaign experience and strong interest in politics a plus.
- Must be a high school graduate with minimum two years experience in a professional office environment. University credits may be considered for some work experience.
- Ability to speak Spanish fluently a plus.
- If a driver, must have a valid California driver's license with proof of automobile insurance coverage.
- Ability to work respectfully with people of all cultural and socioeconomic backgrounds.
- Supportive of mission and philosophy of the NALEO Educational Fund.

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

Angela Weimer, Senior Director of Operations

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