



## **JOB ANNOUNCEMENT**

Please post and circulate

### **Program Manager - Constituency Services**

#### **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, state and local elected officials, and corporate leaders from across the country. 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 Program**

Established in 1990, the NALEO Educational Fund's Constituency Services Department has provided governance training programs to thousands of Latino elected and appointed officials throughout the country. The programs are designed to increase their understanding of substantive policy issues and the skills associated with effective public service. The NALEO Educational Fund's Constituency Services Department provides this training through three major components: (1) NALEO regional and national Policy Institutes, (2) the NALEO Annual Conference, and (3) the biennial National Institute for Newly Elected Officials.

#### **The Position**

The Program Manager for Constituency Services provides logistical support for NALEO training programs, including Policy Institutes and the Annual Conference. The Program Manager is an integral member of the Constituency Services Health portfolio and is responsible for researching and analyzing Latino health policies for the development of electronic newsletters; implementation of audio conferences; as well as the coordination of day-to-day program activities. Additionally, the Program Manager corresponds with elected officials from different levels of government and their respective local, state, regional, and national organizations, and with relevant policy experts. Some travel is required. This position reports to the Deputy Director of Constituency Services. This is a full time, non-exempt position located in Los Angeles, California, in the range of \$15.38 to \$19.23 per hour, commensurate with experience.

#### **Qualifications**

- Outstanding organizational and administrative skills, including ability to interact with staff, media, public officials, government representatives, as well as corporate/business, other non-profit and grassroots organizations;
- Background in public policy, with a particular focus on Latino health policy preferred;
- Must be a college graduate; work experience with an elected/appointed official, government agency, or equivalent preferred;
- Excellent verbal and written communications skills, including presentation skills;
- Ability to handle multiple tasks, organize and prioritize workload efficiently, and work in a team environment;
- 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;
- Ability to speak Spanish preferred; ability to read and write Spanish, a plus;
- Supportive of the mission and philosophy of the NALEO Educational Fund.

#### **PLEASE SEND RESUME AND SALARY HISTORY TO:**

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