



JOB ANNOUNCEMENT

Please post and circulate

Arizona Program Manager, Civic Engagement ♦ Phoenix or Tucson Metro Temporary Position (12 months)

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, New York, and Orlando, and employs approximately 45 full-time staff and has an annual budget of approximately \$7 million.

The Position

The Arizona Program Manager will manage the day-to-day strategy and implementation of the NALEO Educational Fund's strategic initiatives in Maricopa, Pinal, Pima, and Yuma Counties of Arizona. Duties will include relationship-building with local stakeholders (including CBOs, elected leaders, and community-members); organizing and leading meetings with partners; coordinating with local media; responding to press requests as instructed (including interviews in Spanish and English); conduct briefings for diverse audiences; preparing timelines and work-plans; and general project management. The position also includes office administrative duties and writing assignments, including but not limited to email use; composing and editing letters, memoranda and reports; and spreadsheet management.

This position reports directly to the Senior Director of Civic Engagement, and operates out of Arizona. The position's location within Arizona is negotiable, but candidates who reside in the greater Phoenix or Tucson metropolitan areas are strongly preferred. This is a temporary non-exempt position, which concludes 12 months following the start date. Compensation ranges from \$18 to \$22 per hour, commensurate with experience. Part-time status preferred.

Qualifications

- Minimum of 3 years of community outreach, campaign and/or non-profit coalition-building experience;
- Excellent interpersonal and verbal skills are essential, including the ability to interact effectively with diverse audiences such as community leaders, media, elected or appointed officials, corporate/business representatives, and the public.
- Comfort speaking before an audience and adjusting message as needed;
- Self-motivated and responsible, with a proven track record working in both solitary and fast-paced team environments.
- Bachelor's degree strongly preferred;
- Proficiency in Spanish (written and spoken) required;
- Must be willing to frequently travel within the state, and work flexible/extended hours (including weekends), as required;
- Must drive and have a valid driver's license with proof of automobile insurance coverage;
- 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:

Angela Weimer, Director of Human Resources and Administration
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