



JOB ANNOUNCEMENT

STATE POLICY ANALYST AND REDISTRICTING MANAGER - LOS ANGELES

The Organization

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 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, provide technical assistance and training to the nation's Latino elected and appointed officials, and conduct 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 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 Position

The State Policy Analyst and Redistricting Manager is responsible for implementing the organization's outreach and technical assistance program to encourage Latino civic leaders to apply to serve on California's Citizens Redistricting Commission. The State Policy Analyst will also provide technical assistance for the organization's efforts to promote Latino participation in California's 2011 redistricting process. The State Policy Analyst's responsibilities also include policy development tasks related to California governance and election issues that affect the Latino community, including the following: writing advocacy and public opinion documents; lobbying in state legislatures; analyzing ballot measure, legislative and administrative activity; disseminating information to the NALEO Educational Fund constituency; and developing and strengthening relationships with public officials who are responsible for governance and election policies, as well as members of coalitions and advocacy organizations working on similar public policy issues. While the State Policy Analyst's responsibilities will focus primarily on California issues, he/she will be expected to acquire a general knowledge of governance and election issues affecting Latino political access nationally and in other states. The State Policy Analyst will carry out all of the foregoing responsibilities under the direction and guidance of the organization's Senior Director of Policy, Research and Advocacy. This is a full-time position, with a salary commensurate with qualifications and experience.

Qualifications

- Excellent analytical, writing, speaking and advocacy skills (Writing samples required).
- Outstanding organizational and communications skills, including ability to interact with staff, civic leaders, elected and appointed officials, advocates, corporate/business representatives, and the general public.
- 3-5 years of legislative/administrative advocacy and/or policy analysis experience in the California state legislature, Capitol Hill or other State or local government, or non-profit organization required. Experience with redistricting and governance issues strongly preferred.
- Demonstrated aptitude for or experience in organizing community or civic leader outreach program events.
- Bachelor's Degree in relevant field required, graduate degree preferred;
- Understanding of legislative and initiative process, and basic ability to read and understand primary materials such as initiatives, bills, and regulations required.
- Ability to handle multiple tasks, organize and prioritize workload efficiently, and work in a team environment.
- 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, WRITING SAMPLES AND RESUME TO:

Rosalind Gold, Senior Director, Policy, Research and Advocacy, rgold@naleo.org
NALEO Educational Fund ♦ 1122 W. Washington Blvd., Third Floor ♦ Los Angeles, CA 90015
Tel: (213) 747-7606, ext. 4420 ♦ Fax: (213) 747-7664