



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 Latino 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 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 will support the NALEO Education Leadership Initiative (NELI), a portfolio focused on governance training and Latino education policy. The Program Manager will be responsible for providing logistical support for the programmatic aspects of NALEO Policy Institutes and related programs, including the NALEO Annual Conference. The Program Manager will perform corresponding outreach and logistical follow-up on portfolio initiatives.

Additionally, the Program Manager will be responsible for researching and analyzing education policies; assisting in the development of electronic newsletters; coordinating audio conferences and other day-to-day activities of the program. The Program Manager will communicate 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, elected and appointed officials, government representatives, corporate/business representatives, and other non-profit and grassroots organizations;
- Background in education policy, with a particular focus on Latino education policy, preferred;
- Must be a college graduate; two years work experience with an elected/appointed official, government agency, or the 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 SALARY HISTORY AND RESUME TO:

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