



JOB ANNOUNCEMENT
RESEARCH ASSOCIATE
Full-time Position ♦ Los Angeles Office

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 Research Associate works in the Policy, Research and Advocacy Department conducting data analysis and providing research assistance on a broad range of issues relating to Latino political engagement and impact. The Research Associate is responsible for compiling and analyzing statistics relating to Latino population demographics; Latino voting, registration, and other political behavior; and Latino elected officials and candidates for office. The data sources that will be used include Census data, statistics from other federal, state and local government agencies (including voter files), and survey research. The Research Associate will assist in the production of publications such as press releases, research and policy briefs, and election analyses. S/he will also help evaluate the feasibility and methodology of survey and opinion research projects. S/he will also evaluate policy issues related to the methods and practices used by the Census Bureau for its 2010 decennial enumeration, its American Community Survey, and its other data products. Additionally, s/he will be required to respond on an on-going basis to requests from the media, researchers, and policymakers for information about Latino participation issues. The annual salary for this position is \$44,000-\$48,000, commensurate with qualifications.

Qualifications

- Bachelor's degree required, and at least one of the following: strong undergraduate course work and performance in statistics and/or survey research; master's degree; or relevant work experience.
- Excellent analytic skills and ability to compile information from a wide of variety of data sources.
- Familiarity with statistical analysis and survey methodology.
- Excellent writing and interpersonal skills, including ability to interact with media and other persons seeking information from the organization.
- Proficiency with spreadsheet and database software (such as Excel, Access, or Paradox) required. Ability to quickly attain proficiency with Powerpoint and desktop publishing programs also required (training will be supplied by employer); experience with graphic presentation of data (charts and figures) preferred. Ability to handle multiple tasks, organize and prioritize workload.
- 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 SALARY HISTORY AND RESUME TO:

Rosalind Gold, Senior Director, Policy, Research and Advocacy
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Phone calls with questions about the position are welcome.
Contact Rosalind Gold at (213) 747-7606, ext. 4420