



JOB ANNOUNCEMENT

Director of State Civic Engagement Policy, Los Angeles Policy, Research and Advocacy Department Full-time - Immediate - Exempt

THE ORGANIZATION

National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 to promote the full participation of Latinos in the American political process, from citizenship to public service. NALEO Educational Fund (NEF) achieves its mission through integrated strategies that include increasing the effectiveness of Latino policymakers, mobilizing the Latino community to engage in civic life and promoting policies that advance Latino political engagement.

NALEO Educational Fund is a 501(c)3 non-profit, non-partisan organization governed by a 15-member Board of Directors and a 28-member Board of Advisors. Headquartered in Los Angeles, NALEO Educational Fund maintains offices in Houston, Orlando, Phoenix, New York City and Washington D.C. It employs about 55 full-time staff with an annual budget of \$9 million, and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, life insurance, and retirement coverage.

POSITION SUMMARY

The Director of State Civic Engagement Policy works collaboratively with the Senior Director of Policy, Research and Advocacy and the Executive Director in pro-actively creating and setting the direction of California policy initiatives relating to issues affecting Latino access to the electoral process, including election policy and the Census. The Director is responsible for working with a broad array of policymakers on the development and implementation of policies related to California's New Motor Voter Law; the Voter's Choice Act; "Same Day" voter registration; the preregistration of 16- and 17-year olds; federal and state language assistance requirements; and other election issues. The Director is also responsible for carrying out the organization's advocacy with California state and local policymakers to ensure a fair and accurate count of Californians in Census 2020.

The Director must also actively participate in the efforts of partner coalitions, including the Future of California Elections and the Census Policy Advocacy Network. The Director is also responsible for conducting trainings and providing technical assistance to election officials and local agency officials on election policies and practices. This position will report to the Senior Director of Policy, Research and Advocacy, and collaborate on an Individual Development Plan as part of our internal Professional Development initiative. This is a full-time, exempt position with an annual compensation in a range of \$73,000 - \$78,000, commensurate with experience and qualifications.

ESSENTIAL FUNCTIONS

- Monitor and analyze legislative, administrative and other policy developments related to California election, Census and other civic engagement issues, including related appropriations issues. Conduct policy development and advocacy on these issues by organizing or attending meetings, hearings, briefings and other convenings. Prepare letters, testimony, memoranda and other similar policy materials, and where appropriate, deliver testimony and make presentations.

- Prepare and review documents related to the implementation of various California election policies, including fact sheets, toolkits, FAQ's, memoranda, PowerPoint presentations, technical assistance and voter education materials.
- Coordinate and conduct technical assistance activities on the implementation of California election and Census policies, including workshops, webinars and community education forums.
- Recruit, supervise and coach a project coordinator; where strategic, recruit, supervise and coach interns.
- Maintain and strengthen relationships with a broad array of policymakers, including the California Governor's office and other California agency officials; state legislators; county and city election officials; and local elected officials.
- Actively participate in coalitions working on California civic engagement issues, including the Future of California Elections (FoCE) and the Census Policy Advocacy Network (CPAN); maintain and strengthen relationships with policy development partners.
- Work on other programs and projects as needed and assigned from the department and/or organization.
- Adhere to attendance and punctuality standards of the organization.

QUALIFICATIONS - KNOWLEDGE, SKILLS AND ABILITIES

- Excellent analytical, writing, speaking, program management and advocacy skills (Writing samples required).
- Outstanding organizational and communications skills, including ability to interact with public officials, civic leaders, advocates, funders, corporate/business representatives, and the general public.
- Three to five years of relevant policy analysis, advocacy and/or technical assistance program management experience required. Experience with Census and California election issues, and the California legislative process strongly preferred.
- Ability to take initiative, handle multiple tasks, and organize and prioritize workload efficiently.
- Proven ability to pay attention to detail, effective at multi-tasking and problem solving.
- Bachelor's Degree in relevant field required, graduate degree preferred.
- If a driver, must 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 mission and philosophy of the NALEO Educational Fund.

PHYSICAL AND MENTAL ASPECTS OF THE POSITON

Certain physical and mental aspects of performing the essential functions of the position include the following:

- Ability to detect, discern, recognize, and perceive auditory and visual information within normal ranges;
- Dexterity to read, write, type, operate office equipment such as a computer, printer, telephone, calculator, copier, fax machine, pencils, pens, and stapler;
- Ability to remain in a stationary position 50% of the time.

Once hired, employees requiring reasonable accommodations to perform the essential functions of the position should contact Human Resources to engage in the interactive process to determine reasonable accommodations, if any.

DISCLAIMER

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

PLEASE SEND COVER LETTER AND RÉSUMÉ TO:

Angela Weimer, National Director of Human Resources and Administration

NALEO Educational Fund
1122 W. Washington Blvd., 3rd Floor
Los Angeles, CA 90015

Tel: (213) 747-7606 ext. 4413 | **Fax:** (213) 747-7664 | **E-Mail:** aweimer@naleo.org

NALEO Educational Fund is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, gender expression, gender identity, citizenship or authorized alien status, veteran status, or any other basis protected by law.