



# JOB ANNOUNCEMENT

## Program Manager of Constituency Services

Full-Time | Los Angeles, CA

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### THE ORGANIZATION

The 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 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.

Founded in 1981 by the late Congressman Edward R. Roybal, NALEO Educational Fund is a 501(c)3 non-profit organization governed by a 15-member Board of Directors and a 35-member Board of Advisors. Headquartered in Los Angeles, the NALEO Educational Fund maintains offices in Houston, New York City, Orlando, Phoenix and Washington D.C. It employs about 58 full-time staff with an annual budget of \$10.5 million, and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, life insurance and retirement coverage.

### POSITION SUMMARY

The Program Manager for Constituency Services will support the department on the governance and leadership training for Latino policy makers. The Program Manager will be responsible for providing logistical, outreach, and program support for the various aspects of NALEO Policy Institutes and related projects within the department, including the NALEO Annual Conference. 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 and is a full-time, non-exempt position with an annual compensation commensurate with experience and qualifications.

### ESSENTIAL FUNCTIONS

- Assist with the program, logistical planning, and implementation of Policy Institutes and related day-to-day program deliverables for the department;
- Develop program content, researching and analyzing various policy issues;
- Assist in the development of program strategies and outreach, coordinating communication and work with Institute faculty;
- Work on programs and projects as needed and assigned from the department and/or organization, including contributing to the development of the NALEO Annual Conference program, and other related tasks.

- Develop and maintain relationships with Latino elected officials, advocacy organizations, and experts;
- Adhere to attendance and punctuality standards of the organization.

#### **QUALIFICATIONS – KNOWLEDGE, SKILLS AND ABILITIES**

- Minimum BS/BA degree in political science, public policy or related field a plus;
- Minimum of two years of experience in non-profit advocacy, public policy, government relations, or related field preferred;
- Analytic skills with the ability to prioritize, distill, and synthesize information;
- Strong writing and communications skills required;
- Proven ability to prioritize workload, be self-motivated, execute projects independently, outstanding project management, organized and results-oriented;
- Proven ability to pay attention to detail, effective at multi-tasking and problem solving, proactive, strong critical thinking and analytical skills;
- Proven professional and interpersonal skills with the ability to build relationships and serve as liaison with stakeholders, including staff, public officials, external partners and funders;
- Contribute positively to the work culture by being solutions-oriented and a team player;
- Knowledge of and interest in Latino politics required;
- Comfortable working in a fast-paced, deadline-driven work environment with varying hours and work on weekends as needed;
- Must be technology savvy, proficient in using Microsoft Office 365, Outlook, MSWord, Excel, PowerPoint, and other office software;
- 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;
- Supportive of the mission and the philosophy of the NALEO Educational Fund.

#### **PHYSICAL AND MENTAL ASPECTS OF THE POSITION**

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.
- Ability to lift and carry up to 25 pounds.

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.

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**PLEASE SEND COVER LETTER AND RÉSUMÉ TO:**

**Angela Weimer**

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NALEO Educational Fund  
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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, or veteran status, or any other basis protected by law.