



JOB ANNOUNCEMENT

Directory Verification Assistant Policy, Research and Advocacy Department Full-Time, Temporary (7 months) | Los Angeles, California

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, non-partisan organization governed by a 15-member Board of Directors and a 35-member Board of Advisors. Headquartered in Los Angeles, 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 Directory Verification Assistant is located in Los Angeles, and works in the Policy, Research and Advocacy Department compiling and verifying information for our *National Directory of Latino Elected Officials*. The *Directory* is the nation's most comprehensive listing of Latino elected officials at all levels of office. This position reports to the Senior Director of Policy, Research and Advocacy. This is a full-time, temporary position for seven months, offered at \$14.00 per hour.

ESSENTIAL FUNCTIONS

- Gather information about Latino elected officials from a variety of sources.
- Verify information about Latino elected officials through telephone calls to government offices.
- Enter information about the elected officials into a database maintained by the NALEO Educational Fund.
- Proofread materials related to the *Directory*.
- Adhere to attendance and punctuality standards of the organization.
- Other duties may be assigned as needed.

QUALIFICATIONS - KNOWLEDGE, SKILLS AND ABILITIES

- Strong oral communication skills and a professional demeanor;

- Ability to acquire proficiency with Internet-browsing and computer database software;
- Ability to type and enter data accurately, with strong attention to detail;
- Ability to handle multiple tasks, organize and prioritize workload;
- Must be a high school graduate; basic knowledge of structure of federal and state government 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 the mission and the philosophy of the NALEO Educational Fund.

PHYSICAL AND MENTAL DEMANDS

The position requires certain physical and mental demands, including 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 the 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. 113 | **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, or veteran status, or any other basis protected by law.