



JOB ANNOUNCEMENT

Northeast Regional Census Campaign Manager

Civic Engagement Department

Full-Time/ Non-Exempt/ Temporary (Immediately - June 2020)

(Location - New York, NY)

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.

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 New York, 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 Northeast Census Campaign Manager will lead and implement NALEO Educational Fund's Census initiatives to promote a full count of the Latino population in New York and throughout the Northeast region as needed. This position will implement the Regional Census 2020 Get Out the Count initiatives to support NALEO Educational Fund's goals are coordinated and met. The Northeast Census Campaign Manager will work closely with Senior Management, National Director of Civic Engagement, the Director of Census Program and other departments in the planning and evaluation of the initiative. The Regional Census Campaign Manager will report to the Northeast Director of Civic Engagement. This is a full-time/ temporary, non-exempt position ending on June 30, 2020, with salary commensurate with experience and qualifications.

ESSENTIAL FUNCTIONS

- Day-to-day planning, coordination, and execution of initiative activities in the region;
- Recruiting, enlisting, and training a diverse set of partners and stakeholders to join our HAGASE CONTAR! Campaign, with a particular emphasis on addressing the undercount of very young children and underserved populations;
- Act as representative for Complete Count Committees at the state and local levels while sharing information and resources internally and externally.
- Organizing and leading meetings with local partner organizations and stakeholders;
- Working with local media partners and serving as a spokesperson for the organization with media and others as instructed (including interviews in Spanish and English);
- Preparing timelines and work-plans for project implementation, and general project management.

- Refine and execute detailed regional Census campaign plan while overseeing and managing the tailoring of public information products that will serve as primary outreach collateral for the iHAGASE CONTAR! Campaign in the region.
- Collaborate and coordinate with elected officials, education advocates, and community based networks to disseminate prepared material;
- Provide regular reports on the campaign's activities to the Civic Engagement department and NEF leadership while preparing regular reports and updates for public distribution and grant reporting as needed;
- Implement and track program metrics and evaluation benchmarks, media interviews;
- Conduct trainings, workshops and briefings on the *iHAGASE CONTAR!* Campaign;
- Assume other assigned duties in support of the Civic Engagement Department as needed which may include periodic support in Citizenship and Voter Engagement activities;
- Adhere to attendance and punctuality standards of the organization.
- Travel as required.

QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

- Minimum of 4 years of community outreach or campaign experience in non-profit program or campaign setting.
- Bachelor's degree required. Post-graduate degree preferred.
- Proficiency in Spanish required (written and spoken).
- Excellent interpersonal and verbal skills, including the ability to interact with staff, media, elected and appointed officials, corporate/business representatives, community members, and especially the general public/community.
- Proven ability to prioritize workload, be collegial with colleagues while being self-motivated, execute projects independently, and have outstanding project management skills that are organized and results-oriented.
- Excellent writing and editing skills with the ability to prepare a wide array of written materials as needed.
- Willing to travel and work flexible/extended hours including weekends and evenings as required.
- If a driver, must have a valid driver's license with proof of automobile insurance coverage.
- Must be technology savvy in Webinars and Video Conferencing. Also proficient in using Microsoft Office 365, Outlook, MSWord, Excel, PowerPoint, and other office software.
- 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.

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

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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.