



JOB ANNOUNCEMENT

Ve y Vota Campaign Manager Civic Engagement Department

Immediate - Full-Time - Non-Exempt / Los Angeles, CA

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 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.

THE POSITION

The *Ve y Vota* Voter Campaign Manager is a full-time position that supports the Civic Engagement department's local, regional and national non-partisan voter registration, voter engagement and voter protection programs. This includes general administrative, operational and campaign support, local, regional and national community-focused initiatives in voter engagement and voter protection leading up to the 2020 General Election and beyond. Those activities include project management of National Voter Registration Day (NVRD) activities, the *Ve y Vota* bilingual voter protection call center, and along with state and local-level initiatives. The *Ve y Vota* Campaign Manager will work closely with regional departmental management and reports to the National Director of Civic Engagement. This is a full-time, non-exempt position with salary commensurate with experience and qualifications.

ESSENTIAL FUNCTIONS

- Serve as national Campaign Manager on election protection campaign-related meetings and coordinating with colleagues and volunteers to enhance call center activities and tactics;
- Work collaboratively with Civic Engagement staff, coalition partners, and any outside consultants to develop, implement and manage the components of our 2019 and 2020 voter registration, get out the vote and voter protection program (outreach, NVRD, and call center management described above);
- Coordinating with local, regional and national coalition partners to develop training for call center volunteers and state coalition partners to assist with staffing and mobilization;

- Working with colleagues to ensure high quality data collection;
- Respond in a timely manner to questions about voting rules and procedures from voters, volunteers, and other community stakeholders;
- Direct Election Protection call center in coordination with a Call Center Supervisor, Data Coordinator and regional Directors during the two-day General Election, including, recruiting, training and managing volunteer call center staffers; personally staffing the call center as needed;
- Maintain meeting minutes for key, strategic meetings, calendars, agendas and campaigns as assigned to share externally or internally as needed;
- Assist with writing and/or updating voter education materials, including online materials and departmental reports, as needed;
- Coordinate with the Call center Supervisor for recruitment, training and scheduling of bilingual call center operators and, as needed, volunteers.
- Adhere to administrative standards in submission of check request, invoices, expense reports, and online forms;
- 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.

QUALIFICATIONS – KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree required in relevant field (Public policy, political science, or other social science). Graduate degree or Juris Doctor strongly preferred
- Fluency in written and spoken Spanish required.
- Minimum of four years of relevant professional experience in civic engagement, advocacy or political campaigns, with experience in large scale or statewide campaigns including community organizing and coalition building, or other non-candidate politics (partisan or issue-based).
- Familiarity with elections law or proven ability to quickly become proficient in the basics of election laws and protocols.
- Proactive, self-starting project manager, able to work both independently and collaboratively, with strong organizing and project coordination skills, including close attention to detail.
- Must be technologically savvy and proficient in internet research while using Microsoft Office 365, Outlook, MSWord, Excel, PowerPoint, and other office software.
- Excellent interpersonal skills, including an ability to interact effectively with colleagues and leadership, elected officials, corporate representatives, community members, and the public.
- Excellent writing and editing skills with an ability to prepare a wide array of written materials as needed.
- Ability to work in a fast-paced work environment involving flexible hours, including early morning, evenings and weekends as needed.
- Must be willing to travel nationally and regionally as needed, including overnight stays and air-travel.
- 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 philosophy of the NALEO Educational Fund.

PHYSICAL AND MENTAL ASPECTS OF THE POSITON

Certain physical and mental aspects of performing 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

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.