



JOB ANNOUNCEMENT

Policy and Program Manager

Full-Time | Washington, D.C.

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.

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, Orlando, 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.

THE POSITION

NALEO Educational Fund's Policy and Program Manager will manage and implement Staff Up Congress, an initiative to increase diversity within top Congressional staff positions, and promote inclusive workplace practices. The Policy and Program Manager is also responsible for policy analysis and advocacy on issues relevant to the organization's civic engagement mission, and must acquire general knowledge of Latino political access issues including naturalization, immigration, the Census, appropriations, voting rights and election reform, and federal appointments. This position reports to the Director of Policy and Legislative Affairs. This is a full-time, non-exempt position located in Washington, DC and the annual salary for this position is commensurate with qualifications and experience.

ESSENTIAL FUNCTIONS

- Responsible for planning and conducting professional development convenings and networking events under the Staff Up Congress initiative.
- Build and strengthen relationships with professional development and advocacy organizations which work on staff diversity and inclusion issues.
- Write advocacy-related documents; analyze congressional and administrative developments; strengthen working relationships with the Administration and Members of Congress; and work collaboratively with partner advocacy organizations and coalitions.
- Monitor legislative and policy issues, lead all aspects of the organization's advocacy on diversity and inclusion, and serve as liaison to related Congressional committees.
- Seek proactive opportunities to position NALEO Educational Fund in forums/discussions on staff diversity and inclusion.
- Adhere to attendance and punctuality standards of the organization; and Travel as required.

QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree in political science, government domestic affairs, Latino studies or related field required; advanced degree preferred.

- At least 3 years of legislative/administrative advocacy and/or policy analysis experience on Capitol Hill, State or local government, or non-profit organization required; Congressional staff experience highly preferred.
- Knowledge of Congressional staff diversity and inclusion issues required; experience with conducting professional development activities preferred.
- Excellent analytical, verbal and written communication skills. (Writing samples are required)
- Ability to take initiative, organize and prioritize workload efficiently.
- Ability to work independently and as a team-player, take on additional assignments as needed.
- Outstanding organizational, administrative, and advocacy skills. Ability to articulate public policy positions of NALEO Educational Fund, and implement effective policy strategies on behalf of the organization; ability to read, analyze and summarize primary legislative and administrative materials (such as bills, statutes and regulations).
- Knowledge of Latino political engagement issues preferred.
- Knowledge of Microsoft Office 360 (Excel, SharePoint) and other basic computer software programs.
- Ability to work respectfully with people from all cultural, socioeconomic and political backgrounds.
- If a driver, must have a valid driver's license with proof of automobile insurance coverage.
- Supportive of the mission and non-partisan philosophy of the NALEO Educational Fund.

PHYSICAL AND MENTAL DEMANDS

The position requires certain physical and mental demands, including the following:

- Ability to see and hear within normal ranges;
- Dexterity to read, write, type, operate office equipment such as a computer, telephone, calculator, copier, fax machine, pencils, pens, and stapler;
- Ability to sit for extended periods of time
- Ability to lift and carry up to 25 pounds

Once hired, employees requiring reasonable accommodations to perform the demands of the position should contact Human Resources.

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, or veteran status.