



JOB ANNOUNCEMENT

Program Coordinator, Constituency Services

Full-Time/Non-Exempt | 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 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

NALEO Educational Fund seeks an enthusiastic, motivated professional to serve as the Program Coordinator for Constituency Services to advance the organization's mission. The Program Coordinator is responsible for providing support to the Department of Constituency Services. This includes providing administrative, program and logistical support as needed for the Department's programs, including: regional and national Policy Institutes, the NALEO Annual Conference, and the biennial NALEO National Institute for Newly Elected Officials. This position reports to the Deputy Director of Constituency Services; it is a full-time, non-exempt position, salary commensurate with experience and qualifications.

ESSENTIAL FUNCTIONS

- Compose and edit letters and memos; review correspondence for accuracy and completeness;
- Process incoming/outgoing correspondence, memoranda, and other forms of written communication;
- Perform office automation duties using Microsoft software applications such as Word, Outlook, Excel, Power Point, Salesforce as well as other applications for desk-top publishing, spreadsheets, and databases;
- Maintain and organize electronic file systems;
- Make travel arrangements and scheduling;

- Conduct outreach to Latino policymakers;
- Obtain and monitor the use of services, supplies, and/or equipment for the department;
- Travel to various cities across the country to support programs as requested;
- Adhere to the organization's attendance and punctuality standards;

QUALIFICATIONS - KNOWLEDGE, SKILLS AND ABILITIES

- Outstanding organizational and administrative skills, project management, attention to detail, and effective multi-tasking.
- Strong interpersonal, verbal and written communication skills. Professional demeanor required with ability to interact with staff, media, elected and appointed officials, corporate/business representatives, and the general public.
- Ability to accurately type at least 45 wpm and be highly computer and technology literate, experience using MSWord, Excel, and other office software programs required.
- Proven ability to thrive in a high energy, structured, and fast-paced team environment.
- Self-motivated, with ability to work effectively in both independent and collaborative work situations, and trouble-shoot.
- Must be a high school graduate with 3-5 years of administrative experience; college graduate a plus.
- 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 philosophy of NALEO Educational Fund.

PHYSICAL AND MENTAL ASPECTS OF THE POSITON

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

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, or any other basis protected by law.