



JOB ANNOUNCEMENT

Deputy Director of the National Census Program Civic Engagement Department

Full-Time – Temporary (August 2018 - September 2020) / Los Angeles, CA

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 28-member Board of Advisors. Headquartered in Los Angeles, NALEO Educational Fund maintains offices in Houston, Orlando, New York City, Phoenix and Washington D.C. It employs about 65 full-time staff with an annual budget of \$10 million, and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, life insurance, and retirement coverage.

THE POSITION

The NALEO Educational Fund's Deputy Director of the National Census Program will play a key role in supporting the implementation of the organization's national Census initiative, which seeks to ensure a full count of the U.S. Latino Population with a particular focus in hard to count communities. The Deputy Director is a leader who is responsible for supporting the implementation and execution of the organization's multi-faceted *iHágase Contar!* campaign. The Deputy Director will work with the Director of National Census Program in planning, executing and evaluating the various aspects of the campaign; will be responsible for the day to day planning and coordination of initiative activities across the civic engagement department and work with NEF regional offices and regional census staff to develop needed resources, content, and tools. Deputy Director will also be responsible for managing certain aspects of the work with external partners And other department staff as required.

Specific duties will include but not be limited to:

- Execute and implement Census campaign plans and projects as assigned;
- Support the implementation and monitoring of comprehensive metrics and evaluation benchmarks;
- Support the identification and recruitment of community partners for the NALEO Educational Fund's Train the Trainer efforts, Census Community Information Center and Assistance Program;

- Coordinate Census initiative activities within Civic Engagement Department and other departments as needed. This will include coordinating field activities, working with national and local community organizations and media partners;
- Coordinate and support reporting requirements on campaign activities to supervisor and other members of the organization's management team;
- Develop and prepare content, information, presentations, and training materials
- Participate in statewide and national speaking engagements and/or panel presentations
- Lead bi-weekly Census field calls and weekly Census-All Team calls
- Other duties as assigned

As a member of the Civic Engagement Department, responsibilities may also include general activities in support of other departmental programs and priorities. Travel is required. This position reports to the Director of National Census Program. This is a full-time, temporary position (August 2018 - June 2020), exempt position with an annual compensation ranging up to \$75,000 to \$85,000, commensurate with experience.

QUALIFICATIONS & SKILLS

- Bachelor's degree required; Graduate degree preferred.
- Minimum of three years of experience in community outreach and program management;
- Strong track record as an effective leader and project manager;
- Strong writing and communications skills required, Spanish written and oral skills desired;
- Proven ability to prioritize workload, be self-motivated, execute projects independently, outstanding project management, organized and results-oriented;
- Proven ability to pay attention to detail, effective at multi-tasking and problem solving, proactive, strong critical thinking and analytical skills;
- Great interpersonal skills and the ability to build relationships and serve as liaison with stakeholders, including staff, public officials, external partners and others;
- Knowledge of and interest in Latino politics required;
- Comfortable working in a fast-paced, deadline-driven work environment with varying hours and work on weekends as needed;
- Must be technology savvy, proficient in using Microsoft Office 365, Outlook, MSWord, Excel, PowerPoint, Slack, SharePoint, Canva, Google Docs, Trello, and other office software;
- 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; and
- 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 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; and
- 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.