



JOB ANNOUNCEMENT

Program Coordinator Civic Engagement Department Full Time - Non-Exempt / New York, NY

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 62 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 Program Coordinator will provide logistical, administrative, organizing and programmatic support to NEF's Northeast civic engagement programs. This will include the coordination and execution of project specific activities in the department's voter engagement, voter protection and voter mobilization work. The Coordinator will also, as needed support the work of the departments Naturalization and decennial Census programs. This position will report directly to the Northeast Director of Civic Engagement. This is a full time, non-exempt position, with hourly commensurate with experience and qualifications

ESSENTIAL FUNCTIONS

- Serve as a thought leader in devising strategies to inform, encourage and ensure the increased participation of Latino voters in the political process locally and regionally.
- Carry out voter engagement related projects and activities with collegiality and accountability while maintaining a high degree of independent judgment, professionalism, tact, and initiative.
- Plan, coordinates, and implements voter registration, get out the vote and voter protection events including information sessions/presentations, outreach, trainings, workshops and canvassing.
- Generate reports and data files of civic engagement program operations and achieved deliverables - monthly, quarterly and annually.
- Participate in campaign-related meetings and coordinate with colleagues and volunteers to promote civic engagement opportunities.
- Provide support and leadership to sub-grant partners as needed.

- Compile, produce and update training materials and other informational materials, as needed.
- Process incoming/outgoing materials and maintain relationships with vendors and community based partners.
- Attend and collect meeting minutes for key, strategic meetings as assigned.
- Provide general organizational support and assume other assigned duties in support of the Civic Engagement department as needed.
- Act as a representative of NEF and the Civic Engagement team at outreach events and programs.
- Adhere to attendance and punctuality standards of the organization.
- Travel as needed – locally and nationally.

QUALIFICATIONS – KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in Spanish required (written and spoken)
- Must have an Associate’s Degree with minimum three years of experience in a non-profit professional office setting. Bachelor’s degree or Advanced degree preferred.
- Minimum of three years of relevant professional and management experience – civic engagement, or political campaigns, with experience in statewide campaigns including community organizing and coalition building, or other non-candidate politics (partisan or issue-based),
- 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
- Must be technology savvy in Webinars and Video Conferencing. Also proficient in using internet research, Microsoft Office 365, Outlook, MSWord, Excel, PowerPoint, and other office software.
- Willing to travel and work flexible/extended hours including weekends and evenings as required.
- Strong written and verbal communication skills.
- Ability to handle multiple tasks, organize and prioritize workload with enthusiasm.
- 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 mission and 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 for long periods of 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. 113 | **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.