



JOB ANNOUNCEMENT

Regional Census Campaign Manager, Orange County, CA Civic Engagement Department

Full-Time / Temporary / Remote (Immediately - August 2020)

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.

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, Phoenix, 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.

POSITION SUMMARY

The Regional Census Campaign Manager – Orange County will lead and implement NALEO Educational Fund’s Census initiatives to promote a full count of the Latino population. This position will implement the Regional Census 2020 Get Out the Count initiatives to support NALEO Educational Funds goals are coordinated and implemented. The Regional Census Campaign Manager will work closely with senior management and other departments in the planning and evaluation of the initiative, and reports to the California Director of Civic Engagement and the Director of National Census Programs. This is a remote, full-time temporary, non-exempt position ending on August 31, 2020, with salary commensurate to experience and qualifications.

ESSENTIAL FUNCTIONS

- Day-to-day planning, coordination, and execution of initiative activities in the region;
- Recruiting, enlisting, and training a diverse set of partners and stakeholders to join our HAGASE CONTAR! Campaign;
- Organizing and leading meetings with local partner organizations;
- Working with local media partners;
- Serving as a spokesperson for the organization with media and others as instructed (including interviews in Spanish and English);

- Attention to detail in preparing timelines and work-plans for project implementation, and general project management and administrative duties.
- Implement a detailed Census campaign plan while overseeing and managing the tailoring of public information products that will serve as primary outreach collateral for the iHAGASE CONTAR! Campaign in the region.
- Collaborate and coordinate with elected officials, education advocates, and community based networks to disseminate prepared material and convene meetings and trainings;
- Provide regular reports on the campaign's activities to the Civic Engagement department and NEF leadership while preparing regular reports and updates for public distribution and grant reporting as needed;
- Implement and track program metrics and evaluation benchmarks, media interviews;
- Conduct trainings, workshops and briefings on the iHAGASE CONTAR! Campaign;
- Assume other assigned duties in support of the Civic Engagement Department as needed;
- Travel as required.

QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

- Minimum of 3 years of community outreach or campaign experience in non-profit program or campaign setting.
- Proficiency in Spanish required (written and spoken).
- 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.
- Proven ability to prioritize workload, be collegial with colleagues while being self-motivated, execute projects independently, have outstanding project management skills that are organized and results-oriented.
- Excellent writing and editing skills with the ability to prepare a wide array of written materials as needed.
- Willing to travel and work flexible/extended hours including weekends and evenings as required.
- Must be technology savvy in Webinars and Video Conferencing. Also proficient in using Microsoft Office 365, Outlook, MSWord, Excel, PowerPoint, 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.
- Supportive of the mission and the 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. 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.