



JOB ANNOUNCEMENT

Census Field Coordinator Civic Engagement Department

Full-Time – Temporary (Immediately-December 31, 2020) / Los Angeles, CA

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 71 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 Census Field Coordinator will support NALEO Educational Fund's national Census initiatives to promote a full count of the Latino population. This position will support the implementation of the National and Regional Census 2020 Get Out the Count to ensure the organization's census program goals are coordinated and implemented. The Census Field Coordinator will work closely with the National and Regional Census team and other departments in the planning, data management and evaluation of the initiative. The position reports to the Deputy Director of National Census Program. This is a full-time, temporary, non-exempt position ending on December 31, 2020 with salary commensurate with experience and qualifications

ESSENTIAL FUNCTIONS

- Carry out Census 2020 related projects and activities with collegiality and accountability while maintaining a high degree of independent judgment, professionalism, tact, and initiative.
- Plan, coordinate, and implement various Census 2020 events including briefings/presentations, outreach, and trainings.
- Generate reports and data on Census 2020 program operations and achieved deliverables as needed – monthly, quarterly and annually.
- Participate in campaign-related meetings and coordinate with colleagues and external stakeholders.
- Provide support and leadership to national and regional census team and external partners as needed.
- Compile and update presentation and training materials and other informational

materials as needed.

- Attend and collect meeting minutes for internal and external meetings as assigned.
- Provide general organizational support and assume other assigned duties in support of the Civic Engagement Department as needed.
- Serve 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 is required.

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 program management experience – civic engagement, political campaigns. Statewide campaigns including community organizing and coalition building, or other non-candidate politics (partisan or issue-based) preferred.
- 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 50% of the time.

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.