



NATIONAL
ASSOCIATION FOR
LATINO
COMMUNITY
ASSET
BUILDERS

The National Association for Latino Community Asset Builders (NALCAB) serves a membership of more than 100 non-profit organizations operating in more than 40 states and the District of Columbia, building community assets and family wealth in predominately Latino and immigrant communities. NALCAB works to accomplish this by 1) building organizational capacity, leadership and community-based expertise through grant-making, technical assistance and training; 2) shaping policy through research and engaging members and policy makers; and 3) investing capital through lending and equity investments.

Coordinator, Program

We are seeking a dedicated, thorough and supportive professional for our Washington, DC office. The Coordinator, Program, who under general direction, is responsible for assisting the Program department with activities in support of the objectives listed above. Strong writing skills as well as an exceptional attention to detail are essential, as we will rely on you to perform the following:

- Assist with grants management and technical assistance to non-profit organizations in the area of small business development, equitable neighborhood development and/or family financial capacity building.
- Assist in meeting the technical assistance needs of member organizations.
- Contribute to NALCAB's work building the capacity of municipal and state agencies to implement asset building programs utilizing federal block grant funds.
- Assist in organizing and coordinating events, meetings, webinars and conference calls; deliver training as needed.
- Participate in meetings with partner organizations including visits to Congressional offices
- Assist in resource development projects (i.e. grant reports, grant applications, etc.).
- Participate in preparation of Request-For-Proposals process.
- Assist in writing comment letters, case studies, blogs as part of our policy and advocacy
- Respond to general inquiries about the programmatic work.
- Work with and assist all program staff with other duties as assigned.

Qualifications:

- Bachelor's degree
- 2+ years experience with a non-profit preferred.
- Education in urban planning, public policy, or related field with experience in housing, economic and community development
- Ability to understand and interpret community development and funding concepts.
- Ability to communicate effectively both verbally and in writing.
- Ability to perform all the intellectual and analytical requirements of the position, including decision-making.
- Ability to multi-task and manage competing deadlines.
- Ability to establish and maintain effective working relationships with NALCAB member organizations, co-workers, NALCAB management, vendors and contract service providers.



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- Ability to maintain confidentiality of information.
- Skill in utilizing a personal computer and associated software programs.

Preferred:

- Knowledge of urban planning, housing, economic or community development.
- Previous experience working with community organizations.
- Bilingual (Spanish).

Work Environment:

The work environment characteristics describe here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position primarily perform its duties indoors and is exposed to outdoors weather conditional and/or moving mechanical parts. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs, climb ladders, balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 30 lbs. Specific vision abilities required by this job include heavy acuity (close vision, peripheral vision and ability to adjust focus) required to perform such activities as preparing and analyzing data figures, using a computer and extensive reading and proofing. While performing the duties of this job, the employee is regularly required to talk or hear.

Position Type:

Full-Time Position

Locations of Employment:

Washington, DC

To Apply:

To respond to this opportunity, please email resume to:

jobs@nalcab.org

Also please add **D.C. Coordinator, Program Position** in the subject line.

NALCAB is an equal opportunity employer.