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LatinasRepresent Program Manager Washington DC

The National Hispanic Leadership Agenda, a coalition of the nation's 45 preeminent national Latino organizations, was established in 1991 to advance and raise public awareness around the major policy issues affecting the Latino community and the nation as a whole. We are looking to hire a **LatinasRepresent Program Manager**, who will work in the Washington, DC office of MALDEF (Mexican American Legal Defense and Educational Fund) to support the coalition's leadership and policy work. LatinasRepresent is an initiative of the National Hispanic Leadership Agenda to increase Latina participation throughout the civic engagement continuum, inspire more Latinas to seek public service opportunities, and create a more reflective democracy.

Essential Duties and Responsibilities: In close coordination and collaboration with the NHLA Chair, Vice Chair, Latina Task Force members, and key staff to support the coalition's work, the LatinasRepresent Program Manager will be dedicated to assist with developing the 2019-2020 program priorities for NHLA's Latina Task Force and for LatinasRepresent, and responsible for implementing programmatic priorities; serve as main point of contact for LatinasRepresent and represent the initiative in coalition work; work within the NHLA coalition and externally to develop working relationships in order to partner on program activities geared toward the LatinasRepresent mission; coordinate events in furtherance of the 2019-2020 NHLA program priorities; manage data collection and documentation efforts; manage follow-up with meeting and event participants; organize and prepare for meetings and presentations with candidates, elected officials, Congress, federal agencies, non-profit organizations, and other stakeholders to advance LatinasRepresent's mission; assist in producing grant proposals and reports; and provide limited support to other aspects of NHLA, such as assistance with the development of the coalition's 2020 policy agenda and ensuring maximum inclusiveness and attention to issues of particular importance to Latinas, as well as highlighting these policy issues for policymakers at the federal, state, and local level. The LatinasRepresent Program Manager will also conduct research relevant to Latinas in politics and policy issues that affect Latinas; track news that is relevant to Latinas and issues that affect Latinas, including political leaders; support media strategies to elevate the work of LatinasRepresent and coordinate media requests; coordinate and develop social media content and use it as a tool to drive campaigns; and assist with content development and maintenance of the LatinasRepresent and NHLA websites. Some travel is required, and additional related duties as assigned.

Qualifications: Bachelor's degree or significant completion of college coursework is required. A minimum of two years related work experience, with an emphasis on communications and public policy, is required. Bilingual English-Spanish skills are highly preferred.

Knowledge, Skills, and Abilities: Professional communications or press experience, a background working with both print and online media, and a foundation in social media strategies are required. Demonstrated higher-level effectiveness in creating and executing social media campaigns a plus. A successful candidate will be an excellent writer, have a strong attention to detail, thrive at multitasking, be flexible in adapting the work schedule, and have impeccable judgment; self-starter who is able to self-manage, with input from other staff; excellent project management skills, demonstrated experience meeting deadlines and providing fast turn-around of quality products and working in a high-pressure environment. Knowledge of policy issues affecting Latino communities, campaigns, and advocacy strongly preferred.

Compensation: \$45,000 – \$60,000 per year depending upon experience. Our generous benefits package includes: employer paid medical, dental, and vision coverage for employees and their eligible dependents; employer paid short and long term disability insurance; life insurance; and employee assistance program; a 403(b) retirement plan with employer match and employer-direct contribution, employee assistance plan, 11 paid holidays, and 20 days personal time off (PTO) per year.

How to Apply: Email a cover letter, resume, and 3-to 5 page writing sample to jobs@maldef.org with the subject line: **Your Name - NHLA LatinasRepresent Program Manager**. Attachments should be in .doc, .docx, or .pdf format. Incomplete applications will not be considered. The position is open until filled.

Position is employed through the Mexican American Legal Defense and Educational Fund (MALDEF).
MALDEF is an equal opportunity employer.