



## POSITION ANNOUNCEMENT

**POSITION:** California Regional Coordinator

**OPEN:** Immediately

**LOCATION:** Los Angeles, CA

**CLOSE:** When filled

**CONTACT:** Brenda Gonzalez, AMS Director

**SALARY:** Commensurate with experience

## BACKGROUND

The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization in the United States—works to build a stronger America by creating opportunities for Latinos. Through its network of nearly 300 affiliated community-based organizations, NCLR reaches millions of Hispanics each year in 37 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR expands opportunities for Latinos through capacity-building assistance to a national network of multiservice Affiliate organizations rooted in Latino communities; robust and tested program models; applied research, policy analysis, and advocacy; and civic engagement efforts. In addition, NCLR strengthens these efforts with communications and collaboration with a range of external partners.

Founded in 1968, NCLR is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC, serving all Hispanic subgroups in all regions of the country. It has state and regional offices in Chicago, Los Angeles, Miami, New York, Phoenix, and San Antonio.

## SUMMARY

Affiliates are Latino-led and Latino-serving independent nonprofit organizations. Their focus areas are diverse and include services such as charter schools, afterschool programs, job readiness and training, English-language instruction, homeownership counseling, health centers, and community activities centers, to name a few.

NCLR's active and productive relationships with its community-based Affiliate organizations are at the heart of NCLR's work and key to its ability to fulfill its mission. In providing capacity-building assistance, policy analysis, advocacy, and supporting special initiatives that complement the work of our Affiliates, NCLR is able to work on the front lines to improve opportunities for Hispanics throughout the country. The Affiliate Member Services (AMS) team works with staff throughout the organization to identify Affiliate needs, coordinate strategic support, partnerships, and organizational capacity-building efforts; and track the progress of projects and their outcomes.

NCLR seeks a California Regional Coordinator to support the regional initiative of strengthening NCLR's relationships with its network of more than 60 California Affiliates. The Regional Coordinator, with guidance from the AMS Director, will conduct outreach and handle day-to-day communications with NCLR's California Affiliates in a way that is integrated across NCLR components; ensure timely responsiveness from NCLR staff working with California Affiliates; promote active participation by the California network; ensure appropriate documentation and record-keeping of California Affiliate relationships and engagement; and handle other related duties to support the work of NCLR, AMS, and the AMS Director. The Regional Coordinator will ensure that internal Affiliate records and files are accurate, complete, and that the required Affiliate membership maintenance processes are systematically carried out on an annual basis.

The California Regional Coordinator will report to the AMS Director, who oversees the California, Far West, and Texas regions. As such, the Regional Coordinator may support cross-regional work, such as support of AMS technical support of Affiliates on nonprofit management topics through convenings, NCLR's Annual Conference, or other projects. Additionally, the Regional Coordinator will also serve as a liaison between NCLR's Education, Workforce Development, and Health components, and the AMS component.

Specific work assignments and projects may also be assigned by the AMS Senior Director and other NCLR team members. As such, experience and comfort with reporting to multiple supervisors is necessary. The position will be based in NCLR's California office, with regional travel required for work with community-based organizations across the state, for Conference, or other convenings. The Regional Coordinator will be expected to work as part of the overall AMS team, located in several parts of the country.

## **RESPONSIBILITIES**

- Maintain a solid understanding of the California Affiliate Network, including Affiliate programs, key staff, organizational strengths and weaknesses.
- Provide strategic guidance to connect California Affiliates to opportunities such as grants, leadership trainings, and resources offered by NCLR, or external opportunities that are a good match for select Affiliates.
- Work with the AMS Director to identify and facilitate peer-to-peer coaching and mentoring between Affiliates, including opportunities to showcase California Affiliates at the NCLR Annual Conference, convenings, or other NCLR events.
- Serve as NCLR liaison to California Affiliate organizations, and cultivate a positive working relationship between NCLR and its California Affiliates.
- Coordinate California Affiliate communications and outreach efforts to ensure that the network is informed of NCLR opportunities and initiatives, including publication of the biweekly California Regional Digest.
- Provide input and support for California Affiliate outreach strategies, including development of collateral materials, visual tools, timelines, and promotional announcements.
- Work with the AMS Director and the AMS team to identify candidates for NCLR Affiliation and provide feedback on applicants from the region.
- With coaching and guidance from the AMS Director, coordinate regional meetings, conference calls, and other events that strengthen the NCLR-Affiliate relationship

(includes negotiating and setting up all logistics, housing, meeting room technology, transportation, and signage; preparing agendas and handouts; sending out meeting notices and reminders; coordinating with NCLR staff; recording and disseminating minutes; and following up on meetings and events).

- Provide support and strategic guidance to NCLR program and civic engagement teams in their efforts to engage California Affiliates.
- Develop relationships between AMS and NCLR's Health, Workforce Development, and Education teams; develop understanding of teams' initiatives with Affiliates through regular meetings; provide consultative guidance to both policy and program teams on how to engage Affiliates in initiatives in these issue areas.
- Track, measure, analyze, and communicate the performance of Affiliate engagement and participation. Identify challenges and opportunities, and provide recommendations that maximize engagement by California Affiliates.
- Ensure that appropriate and consistent practices are developed and maintained (regionally and nationally) to document the NCLR-Affiliate relationship and key Affiliate records (electronic data management system and hard copy files).
- Maintain and regularly update the database of California Affiliate contacts, and coordinate information with the AMS team, based in Washington, DC.
- Support the DC-based AMS team on general California Affiliate activities, such as the Affiliate application process, Affiliate recertification process, and Affiliate e-communications.
- Collaborate with DC-based AMS staff to maintain up-to-date compliance of California Affiliates (including collection of dues, signing of memoranda of understanding, and distribution of other supporting documents).
- Support DC-based AMS staff in the Affiliate recertification process for California Affiliates.
- Maintain a calendar of Affiliate-related activities in the California region and national activities that may affect the NCLR California Affiliate Network.
- Maintain a solid understanding of NCLR and its programs, initiatives, operational structure, history, and leadership.
- Maintain a solid understanding of the U.S. Hispanic community and Hispanic-serving nonprofits.
- Maintain a solid understanding of nonprofit organizational management trends and resources.
- Must work efficiently and effectively; take initiative to work on projects and special activities; and work within tight deadlines in order to fulfill the position's duties and responsibilities.
- Provide excellent customer service and logistical support.
- Serve as a resource on the California Affiliates to help them navigate NCLR programs and communicate with staff.
- Draft emails and prepare correspondence, documents, and reports.
- Route requests for program-specific materials and information to appropriate staff.
- Provide support to the AMS team on general Affiliate-related events as needed, including the NCLR Annual Conference, Affiliate Council meetings, and the NCLR National Latino Advocacy Days.

- Perform other duties as assigned.

## **QUALIFICATIONS**

### **Required**

- B.A. and four years of professional work experience in related field, such as relationship management, case management, nonprofit, communication and marketing, social responsibility, community development, or community engagement.
- Demonstrated experience in the community-based or nonprofit field, and familiarity with the common organizational challenges faced by nonprofits.
- Excellent customer service and relationship-building skills.
- Strong written and oral communication skills in representing NCLR to different audiences (e.g., Affiliates, funders, etc.).
- Experience with event planning and management of day-of event logistics, including coordination of staff and volunteers.
- Proven networking, public relations, community relations, and communication skills.
- Must have high energy and be able to maintain ties to the AMS team in different locations.
- Ability to manage multiple tasks, prioritize among assignments, meet deadlines, and follow up; must be organized and have high attention to detail.
- High degree of creativity, vision, and resourcefulness.
- Willingness to occasionally work late evenings and/or weekends.
- Willingness to travel to Affiliate locations across the state, and some travel to DC or other parts of the country to attend key AMS or NCLR events.
- Familiarity with the issues faced by the U.S. Hispanic community.
- Familiarity with Hispanic nonprofit organizations.
- Must be proficient in Microsoft Outlook, Word, Excel, and PowerPoint.
- Must have excellent email etiquette and communicate efficiently.
- Promptness, reliable job attendance, and sound judgment essential.
- Ability to adhere to NCLR's mission.

### **Preferred**

- Certificate or training in nonprofit management topics such as board governance, fundraising, technology, data tracking, media communication, or grant writing is a plus.
- Relationships with foundations or corporate sponsors that invest in California.
- Strong familiarity with NCLR's California Affiliate Network, including experience volunteering or working with any of the Affiliates.
- Knowledge of social media.
- Experience as part of a virtual team.
- Bilingual (English/Spanish).

**SEND COVER LETTER, RÉSUMÉ,  
AND WRITING SAMPLE TO:**

National Council of La Raza

Attn: Brenda Gonzalez

[hrmail@nclr.org](mailto:hrmail@nclr.org)

***No phone calls please!***

*EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.*