



Public Policy Associate

The National Association for Latino Community Asset Builders (NALCAB) NALCAB is the hub of a national network of more than 120 mission-driven organizations in 40 states and DC that are anchor institutions in geographically and ethnically diverse Latino communities. Members of the NALCAB Network invest in their communities by building affordable housing, addressing gentrification, supporting small business growth, and providing financial counseling on issues such as credit building and home ownership. NALCAB works to strengthen the economy by advocating for policies that advance the economic mobility of Latinos.

Summary

NALCAB's small but growing policy team plays the leading role in conveying NALCAB's policy goals to policymakers at all levels of government. From conducting public policy research to building communications tools - the Public Policy Associate will assist in advancing NALCAB's policy priorities and advocacy efforts.

Essential Duties and Responsibilities

As the Public Policy Associate you will;

- Work closely with the Director of Public Policy to assess government activities, anticipate policy related actions, and carry out strategies to enhance our advocacy efforts.
- Track and analyze legislative and regulatory actions related to asset building including small business, consumer finance, housing, community development, among others.
- Conduct research and draft comment letters, policy briefs, memos, talking points, and other policy and advocacy related materials.
- Assist with policy capacity building trainings and presentations.
- Help with the planning and execution of NALCAB's annual Advocacy Day and other policy related events.
- Manage NALCAB's policy twitter content and assist in the publication of NALCAB's weekly policy newsletter.
- Support NALCAB's policy committee by doing outreach, scheduling, development of the agenda, and summaries.
- Represent NALCAB at coalition convenings, policy related meetings and events.
- Attend congressional hearings, briefings, roundtables and other events.
- Support the NALCAB team on a broad range of policy issues at the federal, state, and local levels of government.
- Some travel required
- Other duties as assigned



Job Posting for Public Policy Associate

Qualifications

- Bachelor's degree required preferably in public policy, political science or related field.
- An understanding the legislative and regulatory process.
- Exceptional written, oral, interpersonal, and presentation skills.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position primarily performs its duties indoors and is exposed to outdoors weather conditions and/or moving mechanical parts. The noise level in the work environment is usually moderate.

Physical Demand

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 hand 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 50 lbs. Specific vision abilities required by this job include heavy visual acuity (close vision and ability to adjust focus) required to perform such activities as preparing and analyzing data and figure, using a computer and extensive reading and proofing. While performing the duties of this job, the employee is regularly required to talk and hear.

Position Type

Full-time

Compensation

Salary range \$40-50k

EEO Category

Professionals

Exempt Status

Exempt



Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and extensive benefits package including paid time off, medical, dental and vision benefits and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

Location of Employment

Washington, DC

To Apply

To respond to this opportunity, please email resume to:

jobs@nalcab.org

Please add Public Policy Associate in the subject line.

NALCAB is an equal opportunity employer



NATIONAL
ASSOCIATION FOR
LATINO
COMMUNITY
ASSET
BUILDERS

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NALCAB is a 501(c)(3) nonprofit