



## *Program Coordinator*

**The National Association for Latino Community Asset Builders (NALCAB)** represents and serves 100+ nonprofit organizations across the nation, which includes real estate developers, business lenders, economic development corporations, credit unions, and consumer counseling agencies.

NALCAB implements responsible, market-based strategies for strengthening underserved communities, rebuilding the ladder of economic mobility for low- and moderate-income Americans and supporting the economic integration of immigrants through equitable neighborhood development, investing in small business and building family financial wellness. In close alignment with its core programmatic activities, NALCAB operates a fellowship to invest in next-generation leadership within its Network and implements a training institute focused on culturally and linguistically relevant asset building services.

Our mission: *NALCAB strengthens the economy by advancing economic mobility in Latino communities.*

### **Summary**

Under general direction of a Program Manager, this position is responsible for responsible for assisting with the management programs created to build assets in Latino communities across the country. We will rely on you to focus on building the assets of local communities through programs that support entrepreneurship and small business development, affordable housing and financial capability.

### **Essential Duties and Responsibilities:**

- Assist in the planning, organizing and managing the efficient delivery of an integrated program of grant-making, technical assistance and training for non-profit organizations to support, strengthen and expand their asset building programs, primarily related to small business development and investment
- Assist member organizations by helping to strengthen and grow their programs, apply for funding, develop peer-to-peer networks, and identify best practices
- Assist with grant-making activities including conducting outreach, reviewing grant applications and monitoring grantees
- Assist in organizing and coordinating events, meetings, webinars, site visits, conference calls and trainings with partners, consultants, member organizations and funders
- Assist with managing project budgets
- Contribute to written reports and grant applications
- Coordinate and facilitate collaborative efforts among multiple nonprofit organizations across multiple markets, including calls, meetings events and trainings
- Participate in public presentations, external meetings and community engagement sessions



- Support NALCAB's federal technical assistance and capacity building work in rural communities and with cities, states and counties related to economic development, small business development and affordable housing programs/projects
- Participate in and support site visits
- Conduct self-learning and research of the asset building field, including small business, lending and economic data
- Contribute to NALCAB's positive office culture by exemplifying values of Familia – Integrity – Cultural Competence – Collaboration – Innovation
- Other duties as assigned
- Some travel required

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Small business technical assistance and lending knowledge strongly preferred
- Some experience in community economic development and asset building
- Proven cultural competency and ability to work in culturally, economically and ethnically diverse environments
- Outstanding written, verbal and interpersonal communication skills
- Proficiency in facilitating and conducting meetings in-person and via virtual meeting platforms
- Strong computer skills, including word processing, spreadsheets, and database programs (Microsoft Office software: Word, Excel, Powerpoint)
- Understand and interpret economic data
- Ability to work independently within a fast-paced environment
- Ability to multi-task, set priorities, and meet deadlines
- Ability to maintain confidentiality of information

### **Preferred Experience:**

- Knowledge of small business development strategies, urban planning, housing, economic or community development related data
- Previous non-profit sector experience or similar experience working with community organizations
- Bilingual (English/Spanish – strongly preferred)

### **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 may be exposed to outdoors weather conditions and/or moving mechanical parts. The noise level in the work environment is usually moderate.



### **Education**

Bachelor's degree in urban planning, public policy, sociology, business or related field with experience in housing, economic and community development.

### **Position Type**

Full - time

### **Compensation**

**\$36,000-\$44,000** commensurate on education and qualifications

### **EEO Category**

Professionals

### **Exempt Status**

Exempt/Non-exempt

### **Full - Time 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, vision, 401k with company match, paid volunteer time, and many other benefits as well as future growth opportunities within the organization. Plus, we work to maintain the best possible environment for our employees where people can learn and grow with the organization. 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**

San Antonio, Texas

### **To Apply**

To respond to this opportunity, please email resume to:

[jobs@nalcab.org](mailto:jobs@nalcab.org)

Please add *Program Coordinator* in the subject line.

NALCAB is an equal opportunity employer.