



**NALCAB - The National Association for Latino Community Asset Builders** strengthens the economy by advancing economic mobility for Latino communities. NALCAB is the hub of a national network of more than 130 mission-driven organizations that are anchor institutions in geographically and ethnically diverse Latino communities in 40 states, Washington DC and Puerto Rico. 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 homeownership. As a grantmaker and US Treasury-certified CDFI lender, NALCAB supports the work of its member network with capacity building resources, capital and policy advocacy, and access to funding and technical assistance.

### **Program Specialist**

#### **Summary**

The Program Specialist position is responsible for performing professional level work to manage grant 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, equitable neighborhood development and financial capability. This position will primarily support NALCAB's Financial Capability grantmaking and technical assistance programs.

Strong writing, project management and critical thinking skills as well as an exceptional attention to detail are essential to meet the expectations of the position. In addition, the Program Specialist contributes to the management of project budgets.

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

- Plan, organize and manage 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 and manage grant-making activities including conducting outreach, reviewing grant application, monitoring grantees, and documenting outcomes and compliance with contractual obligations.
- Organize and coordinate events, meetings, webinars, site visits, conference calls and trainings with partners, consultants, member organizations and funders
- Assist with and manage project budgets
- Contribute to written reports and grant applications, including analysis of data



- 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
- Support and participate in site visits
- Conduct self-learning and research of the asset building field, including financial capability 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 (when public health guidelines allow)

### **Competencies**

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

- 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

### **Education and Experience**

- Bachelor's degree from an accredited four-year college or university; five (5) or more years' related experience
- Knowledge of financial capability service delivery and financial coaching strategies strongly preferred; knowledge of small business development strategies, urban planning, housing, economic or community development related data
- Knowledge of techniques for providing technical assistance and training to nonprofits



- Previous non-profit sector experience or 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 functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Position Type**

Full-Time

### **Compensation**

\$41,400-\$50,600

### **Location of Employment**

San Antonio, Texas

### **EEO Category**

Professional

### **Exempt Status**

Exempt

### **Benefits**

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.

### **To Apply**

To respond to this opportunity, please email resume to: [jobs@nalcab.org](mailto:jobs@nalcab.org)  
Also please add Program Specialist in the subject line.

NALCAB is an equal opportunity employer.