



Public Policy Associate

The National Association for Latino Community Asset Builders (NALCAB) is the hub of a national network of more than 150 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.

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.

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

Qualifications:

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



Location:

Washington, DC

Core business hours are 8:30 AM to 5:00 PM CST whether working remotely or in the office.

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.

To Apply: To respond to this opportunity, please go to:

<https://j.brt.mv/ATS/jb.do?reqGK=27662255>

EEO Statement

NALCAB is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.