



NATIONAL  
ASSOCIATION FOR  
LATINO  
COMMUNITY  
ASSET  
BUILDERS

**The National Association for Latino Community Asset Builders (NALCAB)** is the hub of a national network of more than 190 mission-driven organizations that are anchor institutions in geographically and ethnically diverse Latino communities in 45 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 including credit building and homeownership. As a grant maker 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. NALCAB's work advances economic mobility for low- and moderate-income people. In close alignment with its core programmatic activities, NALCAB operates a fellowship to invest in next-generation leadership within its Network and hosts an annual National Conference focused on culturally and linguistically relevant asset building services.

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

## **Training & Leadership Development Coordinator**

### **Summary Statement:**

Under the direct supervision of NALCAB's Associate Director of Training and Leadership Development, this position will support the planning, logistics, coordination, and execution of NALCAB's Leadership Development initiatives, trainings and events held throughout the U.S. These initiatives include:

- Latino Executive Advancement & Development program (primary support)
- NALCAB Alliance of Hispanic CDFI Executives (primary support)
- Community Development Workshops and Webinars
- Annual National Conference
- NALCAB Pete Garcia Community Development Fellowship
- NALCAB Webinars
- NALCAB Internal Staff Retreats and Trainings

### **Essential Duties and Responsibilities**

Including, but not limited to, the following:

- Support the management of consultants and trainers
- Support curriculum and content creation
- Support registration systems for all events
- Support scheduling and coordination of virtual meetings, including webinars and workshops
- Coordinate printing, shipping, materials, and technology as needed
- Coordinate with transportation, event and food vendors as needed
- Support communication with event vendors, trainers, and speakers
- Support "Day of Event Logistics" to Training and Leadership team
- Support meeting and monitoring event timelines



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- Support the management of event checklists and communicate important details to all involved parties to ensure a smooth event
- Support the development of PowerPoint presentations
- Support the facilitation of in-person and virtual events
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree or 2 years' experience in the planning, coordination and logistics of events;
- 1-3 years of professional experience in events and/or leadership development programs, or non-profit field;
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint);
- Proficient in Zoom and Microsoft Teams;
- Knowledge of tools for online trainings/workshops/webinars;
- Knowledge of leadership development programs and event planning;
- Ability to support and provide public presentations;
- Ability to follow-up through on tasks and projects with minimal supervision;
- Ability to communicate effectively both verbally and in writing;
- Ability to work in a fast-paced environment, meet short deadlines and work under pressure;
- Ability to establish and maintain effective working relationships with co-workers, NALCAB management, vendors and contract service providers;
- Ability to maintain confidentiality of information;
- Bilingual, a plus.

**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.

**Location of Employment**

NALCAB's main office at 5404 Wurzbach Rd. San Antonio, TX 78238. NALCAB has instituted a flexible hybrid schedule that allows for partial remote work along with required days at the office.

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

**Position Type**

Full-time

**Compensation**

\$36,000-\$44,000 commensurate with work experience and education

**EEO Category**

Professionals



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**Exempt Status**

Exempt

**Benefits**

NALCAB offers our employees competitive compensation and an extensive benefits package including paid time off, medical, dental, vision, 401k with company match, paid volunteer time, as well as future growth opportunities within the organization. We also support professional development and learning opportunities.

**To Apply**

Please email resume to: <https://j.brt.mv/ATS/jb.do?reqGK=27696594>

Please add Training and Leadership Development Coordinator in the subject line.

**EEO Statement**

NALCAB is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law.