



Program Coordinator - Financial Capability

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.

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

Summary

The coordinator position is responsible for performing professional level work to support 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 financial capability, entrepreneurship and small business development, and affordable housing.

Strong writing, project management, time management and critical thinking skills as well as an exceptional attention to detail are essential to meet the expectations of the position.

Don't be discouraged to apply if you don't meet every requirement. Research has shown that women and people of color are less likely to apply to jobs if they don't meet every requirement. At NALCAB we are committed to building an improved diverse and inclusive workplace. We encourage you to apply even if your experience doesn't align perfectly with every qualification listed in this job description. You may be the candidate for this role.

Essential Duties and Responsibilities

Include assisting with the following.

- Planning, organizing, and managing the 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 financial capability
- Assist member organizations by helping to strengthen and grow their programs, apply for funding, develop peer-to-peer networks, and identify best practices
- Undertaking grant-making activities including conducting outreach, reviewing grant applications and monitoring grantees, and documenting outcomes and compliance with contractual obligations
- Coordinating events, meetings, webinars, site visits, conference calls and trainings with partners, consultants, member organizations and funders
- Managing project budgets



- Contributing to written reports and grant applications, including analysis of data
- Facilitating collaborative efforts among multiple nonprofit organizations across multiple markets, including calls, meetings events and trainings
- Participating in public presentations, external meetings, and community engagement sessions
- Supporting and participating in site visits
- Conducting self-learning and research of the asset building field, including small business, lending, and economic data
- Contributing to NALCAB's positive office culture by exemplifying values of Familia – Integrity – Cultural Competence – Collaboration – Innovation
- Other duties as assigned
- Some travel required

Qualifications

- Bachelor's degree in urban planning, public policy, sociology, business or related field with experience in housing, economic and community development.
- 1 year experience in community development or providing services to community members or businesses
- Ability to work in culturally, economically, and ethnically diverse environments
- Outstanding written, verbal, and interpersonal communication skills
- Strong computer skills, including word processing, spreadsheets, and database programs (Microsoft Office software: Word, Excel, PowerPoint)
- 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 financial capability programs or community development
- Previous experience working with community organizations
- Non-profit sector experience
- Bilingual (English/Spanish – strongly preferred)

Position Type

Full-time

Compensation

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

EEO Category

Professionals



Exempt Status

Exempt

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.

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.

Position Type

Full Time

Location of Employment

San Antonio, Texas

To Apply

To respond to this opportunity, please email resume and cover letter outlining why you are interested in working in the position/NALCAB to:

https://insperity.avature.net/en_US/careers/JobDetails?jobId=14366

Please add *Program 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.