



## Executive Assistant and Special Projects Officer

**The National Association for Latino Community Asset Builders (NALCAB)** is a national membership organization representing 200+ nonprofits that serve diverse Latino communities in 46 states, Washington, DC and Puerto Rico. With offices in San Antonio, TX and DC, we are a grant maker and US Treasury-certified Community Development Financial Institution (CDFI). We support our members through training, funding, policy advocacy and resources to amplify the impact of their programs and services. Working together, the NALCAB network is able to affect real change.

NALCAB Network members 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.

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

### Summary:

The Executive Assistant and Special Projects Manager is responsible for supporting the President & CEO with a wide range of analytical tasks to enhance the President & CEO's efficiency and effectiveness on a day-to-day basis, as well as logistical support related to scheduling, traveling and special projects. The candidate should be prepared for a fast-paced work environment that requires learning on a day-to-day basis and pays great attention to detail.

### Essential Duties and Responsibilities:

#### Executive Support (40% of time)

- Manage the President & CEO's calendar to ensure their schedules are up to date, anticipate scheduling conflicts and deadlines are met.
- Provide administrative assistance, such as writing and editing emails, drafting memos, and preparing communications on behalf of the President & CEO.
- Organizing meetings, including scheduling, sending reminders and organizing events when necessary.
- Coordinating travel arrangements and creating trip itineraries.
- Coordinate with the Executive Vice President and Chief Strategy Officer and larger C-Suite team to ensure work is carried on a timely basis.
- Provide support on additional projects as needed.

#### Special Projects Support (40% of time)



- Helping in the drafting, development and execution of the organization's 3-year strategic plan to ensure all key milestones are met.
- Providing administrative and project management support to the leadership team in preparation for board and committee meetings throughout the year, including developing materials for all board meetings.
- Using various software, including word, excel, and PowerPoint software to prepare reports and/or special projects.

General (20%):

- Contribute toward the development of standard operating procedures in all areas of business and continue to find new ways to improve quality and efficiency.
- Collaborate with leaders to build organization-wide best practices.
- Work cross-functionally with all departments to support the future of NALCAB and additional projects as necessary.
- Support the operations of the Washington, DC office - ordering supplies, scheduling repairs, coordinating with building management and receiving mail and packages.

**Qualifications:**

- Bachelor's degree from an accredited four-year college or university; or experience level comparable to a bachelor's degree.
- 3 or more years' experience supporting a President & CEO or a person in an equivalent position.
- Superior written and verbal communication skills.
- Proficient in utilizing a personal computer and associated software programs.
- Experience in working with national and community-based nonprofits preferred.
- Ability to interpret and analyze complex public policy documents and reports.
- Ability to work and interact with diverse coalitions of nonprofit, government, and corporate partners.
- Ability to pay attention to detail.
- Ability to perform all the intellectual and analytical requirements of the position, including decision-making.
- Bilingual (English, Spanish) a plus.

**Position Type:**

Full-Time Position

**Compensation:**

\$80,000-\$120,000 salary commensurate with experience.



### **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:**

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

### **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. This position requires travel approximately quarterly.

### **To Apply:**

To respond to this opportunity, please go to:

<https://scionexecutivesearch.com/job/10562/?jobTitle=executive-assistant-washington-dc>

---

### **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.