



## Program Coordinator

**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 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 entrepreneurship and small business development, affordable housing, and financial capability.

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 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:**

- Assist in the planning, organizing, and managing 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 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.

- Assist with grant-making activities including conducting outreach, reviewing grant applications and monitoring grantees.
- Assist in organizing and coordinating events, meetings, webinars, site visits, conference calls and trainings with partners, consultants, member organizations and funders.
- Assist with managing project budgets.
  
- Contribute to written reports and grant applications.
- 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.
- Participate in and support site visits.
- Conduct self-learning and research of the asset building field, including 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.

**Qualifications:**

- Bachelor's degree in urban planning, public policy, sociology, business or related field with experience in housing, economic and community development preferred.
- Financial capability technical assistance and lending knowledge preferred.
- 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 including Microsoft Office Suite.
- 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.
- Knowledge of small business development strategies, urban planning, housing, economic or community development related data
- Previous non-profit sector experience or similar experience working with community organizations.
- Bilingual (English/Spanish – strongly preferred)

**Position Type:**

Full-Time Position

**Compensation:**

\$40,000-\$49,000 commensurate on education and qualifications

**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:**

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 function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

**To Apply:**

Please submit resume, letter of interest and work samples to:

<https://insperity.avature.net/careers/JobDetails?jobId=16911>



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**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.