



Public Policy Associate

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

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.

Essential Duties and Responsibilities

- Work closely with the Director of Public Policy to carry out strategies to enhance our advocacy efforts.
- Help track legislative and regulatory actions related to asset building including small business, consumer finance, housing, community development, among others.
- Conduct research for comment letters, policy briefs, memos, talking points, and other policy and advocacy related materials.
- Assist with policy capacity building training and presentations.
- Help with the planning and execution of NALCAB's annual Advocacy Day and other policy related events.
- Manage NALCAB's policy social media content and assist in the publication of NALCAB's weekly policy newsletter.
- Attend and take notes to report back to the team for coalition convenings, 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 in public policy, political science or related field.
- Exposure to and a working understanding of the legislative and regulatory process strongly preferred.
- Exceptional written, oral, interpersonal, and presentation skills.

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.

Location of Employment

This position is in NALCAB's Washington, DC office.

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. Additionally, NALCAB's office in Washington, DC is located at 910 17th NW St. Suite 820 Washington DC, 20006

Position Type

Full-time

Compensation

Salary range \$46,000-\$56,350 Commensurate with experience.

*Listed salary range includes a 26% pay differential for Washington DC

Full-time Benefits & Organizational Culture

NALCAB offers a wide range of benefits including Health/Dental/Vision insurance, employer paid group life and accident insurance, 401K and reimbursement for tuition and professional development.

To Apply

To respond to this opportunity, please email resume to: jobs@nalcab.org

Please add Public Policy Associate 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.