



## Training and Leadership Development Coordinator

The National Association for Latino Community Asset Builders (NALCAB) is a national membership organization representing 200+ nonprofits that serve diverse Latino communities in all 50 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:

Under the guidance of NALCAB's Director of Training and Leadership Development, this position plays a vital role in planning, organizing, and executing a variety of impactful leadership programs, trainings, and events across the U.S. The Training and Leadership Development Coordinator supports meaningful programs that advance leadership and strengthen communities. Key responsibilities include:

- Supporting the NALCAB National Conference, a gathering for leaders, members, and future members
- Coordinating the Pete Garcia Community Development Fellowship and associated alumni events
- Delivering engaging webinars and workshops that empower communities
- Facilitating internal staff retreats and trainings to foster growth and collaboration
- Contributing to the development and execution of new training initiatives

### Essential Duties and Responsibilities:

- Create engaging curriculum and training materials
- Manage event registrations and keep data organized
- Design and analyze surveys to improve event experiences
- Coordinate virtual meetings, webinars, and workshops
- Handle materials ordering, printing, and shipping
- Work with vendors, trainers, and speakers to ensure smooth events
- Oversee "day-of" logistics and keep everything on track
- Develop and use event checklists to stay organized
- Facilitate in-person and virtual events
- Other duties as assigned



### **Qualifications:**

- Bachelor's degree or 2+ years of experience in event planning and logistics
- 1–3 years experience in events, leadership programs, or the nonprofit sector
- Professional experience with leadership development programs and virtual training tools
- Skilled in Microsoft Office (Word, Excel, PowerPoint), Zoom, and Microsoft Teams
- Proactive self-starter who follows through on tasks and projects
- Confident in supporting and delivering public presentations
- Clear and effective communicator, both written and verbal
- Thrives in fast-paced environments and meets tight deadlines
- Builds solid and collaborative relationships with colleagues, vendors, and partners
- Respects confidentiality and handles sensitive information with care
- Travel will be required, 5 – 10% approximately
- Bilingual (English/Spanish) is preferred

### **Work Environment**

The work environment is 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.

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

### **Position Type**

Full – Time.

### **Compensation**

\$40,000-\$49,000. Commensurate based on experience.

Washington, DC employee salaries are paid at a 26% differential.

### **Location of Employment**

Hybrid: San Antonio, Texas or Washington, DC.

### **Benefits**

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, and future growth opportunities within the organization. We work to maintain the best possible environment for our employees where people can learn and grow with the organization.

### **To Apply**

To respond to this opportunity, please email resume to: [jobs@nalcab.org](mailto:jobs@nalcab.org)

Please add *Training and Leadership Development Coordinator* to 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. NALCAB believes that diversity and inclusion is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.