



Program Coordinator

The National Association for Latino Community Asset Builders (NALCAB) represents and serves 100+ nonprofit organizations across the nation, which includes real estate developers, business lenders, economic development corporations, credit unions, and consumer counseling agencies.

NALCAB implements responsible, market-based strategies for strengthening underserved communities, rebuilding the ladder of economic mobility for low- and moderate-income Americans and supporting the economic integration of immigrants through equitable neighborhood development, investing in small business and building family financial wellness. In close alignment with its core programmatic activities, NALCAB operates a fellowship to invest in next-generation leadership within its Network and implements a training institute focused on culturally and linguistically relevant asset building services.

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

Summary

The Program Coordinator, who under general direction of a Program Manager, is responsible for assisting the Program department with activities in support of meeting the objectives listed above. 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.

Essential Duties and Responsibilities

Including the following.

- Data analysis, research and report writing.
- Assist with grants management and technical assistance to non-profit organizations in the areas of small business development, equitable neighborhood development and/or family financial capacity building.
- Assist with technical assistance to city, county, state and federal entities in in the areas of affordable housing, economic development and housing policy.
- Assist in meeting the technical assistance needs of member organizations.
- Contribute to NALCAB's work building the capacity of municipal and state agencies to implement asset building programs utilizing federal block grant funds.
- Assist in organizing and coordinating events, meetings, webinars and conference calls; deliver training as needed.
- Participate in meetings with partner organizations, funders and member organizations.
- Assist in resource development projects (i.e. grant reports, grant applications, etc.).
- Participate in preparation of Request-For-Proposals process.
- Respond to general inquiries about the programmatic work.
- Contribute to and enhance NALCAB's positive office culture.
- Approximately 25% travel. All travel is within the United States.
- Other duties as assigned.



Experience

- Ability to understand and interpret community development and funding concepts.
- Ability to communicate effectively both verbally and in writing.
- Ability to perform all the intellectual and analytical requirements of the position, including decision-making.
- Ability to multi-task and manage competing deadlines.
- Ability to establish and maintain effective working relationships with NALCAB member organizations, co-workers, NALCAB management, vendors and contract service providers.
- Ability to maintain confidentiality of information.
- Strong computer skills, including word processing, spreadsheets, and database programs (Microsoft Office software: Word, Excel).

Preferred Experience

- Knowledge of urban planning, housing, economic or community development related data.
- Geographic Information System (GIS) experience.
- Previous experience working with community organizations.
- Non-profit sector experience.
- Bilingual (English/Spanish – strongly preferred).

Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Experienced in community economic development and asset building.
- Proven cultural competency and ability to work in culturally and ethnically diverse environments.
- Outstanding written, verbal and interpersonal communication skills.
- Skill in utilizing a personal computer and associated software programs, including MS Outlook, PowerPoint, Word and Excel.
- Multi-task and meet deadlines.
- Promote NALCAB's positive office culture.
- Ability to maintain confidentiality of information.
- Ability to work independently within a fast-paced environment.
- Perform all the intellectual and analytical requirements of the position, including decision-making.



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. This position primarily performs its duties indoors and may be exposed to outdoors weather conditions and/or moving mechanical parts. The noise level in the work environment is usually moderate.

Physical Demand

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hand and arms; climb stairs, climb ladders, balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include heavy visual acuity (close vision and ability to adjust focus) required to perform such activities as preparing and analyzing data and figure, using a computer and extensive reading and proofing. While performing the duties of this job, the employee is regularly required to talk or hear.

Education

Bachelor's degree in urban planning, public policy, sociology, business or related field with experience in housing, economic and community development.

Position Type

Full – time/Part – time

Compensation

\$34,000-\$46,000 commensurate on education and qualifications

EEO Category

Professionals

Exempt Status

Exempt/Non-exempt

Benefits

Full Time:

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 company. Plus, we work to maintain the best possible environment for our employees where people can learn and grow with the company. 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

San Antonio, Texas

To Apply

To respond to this opportunity, please email resume to:

jobs@nalcab.org

Please add *Program Coordinator* in the subject line.

NALCAB is an equal opportunity employer.