



... facilitating full Latino participation in the American political process, from citizenship to public service

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## **JOB ANNOUNCEMENT**

*Please post and circulate*

### **Election Phone Canvasser**

**Entry Level • Part-time / Temporary**

#### **Organization**

NALEO Educational Fund was established in 1981 to promote the participation of Latinos in the nation's civic life. The NALEO Educational Fund carries out this mission by developing and implementing programs that promote the integration of Latinos into the American political system, providing technical assistance and leadership and governance training to the nation's Latino elected and appointed officials, and conducting research and policy analysis on political access issues.

The NALEO Educational Fund is a 501(c)3 non-profit organization governed by a 15-member Board of Directors and a 28-member Board of Advisors. Headquartered in Los Angeles, the NALEO Educational Fund maintains offices in Houston, Orlando, New York City and Washington D.C. It employs about 55 full-time staff with an annual budget of \$9 million.

#### **Position**

NALEO Educational Fund seeks motivated individuals to work as paid phone canvassers to conduct its Get-Out-the-Vote efforts for the 2016 California Primary Elections. Election Canvassers will serve as the direct contact between the NALEO Educational Fund and Latino voters. Responsibilities include: conducting live telephone calls and recording call outcomes on an online database. Thorough and meticulous input of data is a requirement for this position. No prior experience is necessary, but preferred (training will be provided). This is a non-exempt, part-time temporary position at an hourly rate of \$12.00. Shifts will be regularly scheduled in the evenings and on weekends, through June 9, 2016. Applications accepted on a rolling basis through May 16, 2016.

#### **Qualifications**

- Must be fully fluent and bilingual in both Spanish and English
- Experience with basic computer functions is required (typing, navigating internet)
- Ability to follow a general script and adjust to audience as needed
- Have excellent communication and interpersonal skills over the telephone
- Be energetic and enthusiastic in encouraging people to participate in the American political process
- Punctuality – shifts have pre-set start times
- Ability to sit for long periods of time
- Positive attitude, detail-oriented, highly motivated and organized
- If a driver, must have a valid driver's license with proof of automobile insurance coverage;
- Ability to work respectfully with people of all cultural and socioeconomic backgrounds
- Supportive of the mission and philosophy of the NALEO Educational Fund

**Physical and Mental Demands**

*Once hired, employees requiring reasonable accommodations to perform the demands of the position should contact Human Resources.*

- Ability to see and hear within normal ranges;
- Dexterity to read, write, type, operate office equipment such as a computer, telephone, calculator, copier, fax machine, pencils, pens, and stapler;
- Ability to communicate orally, in writing and over the telephone;
- Understand written and verbal directions;
- Ability to sit for extended periods of time
- Ability to lift and carry up to 25 pounds

All Election Canvassers will be required to attend one of two training sessions on May 18<sup>th</sup> or May 19<sup>th</sup>

**PLEASE SEND YOUR RESUME TO:**

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*The NALEO Educational Fund is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, gender expression, gender identity, citizenship or authorized alien status, or veteran status.*