

## **National Redistricting Outreach Assistant**

**Los Angeles, CA**

MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and to increase the community's ability to participate fully in American society. We currently seek a National Redistricting Outreach Assistant in our Los Angeles office to support the National Redistricting Coordinator by assisting with the implementation of MALDEF's redistricting program, by setting up meetings in advance for the National Redistricting Coordinator, by conducting supervised research, and by assisting at community outreach meetings.

**Job Responsibilities:** Under the supervision of the National Redistricting Coordinator, the National Redistricting Outreach Assistant supports MALDEF's redistricting program by assisting in the development and preparation of materials for meetings, presentations, and public hearings. Assists the MALDEF redistricting community education campaign by helping to maintain coalitions and community support for achieving MALDEF's redistricting objectives; by conducting research in support of redistricting program; by assisting at community outreach meetings: including organizing logistics, preparing materials, and making presentations; by assisting in the MALDEF redistricting plan development and working with various organizations on voting rights and redistricting issues at the National Redistricting Coordinator's direction; by working closely with MALDEF legal staff on redistricting objectives; and by translating redistricting materials from English to Spanish. The National Redistricting Outreach Assistant is also responsible for scheduling meetings for the National Redistricting Coordinator with community members to discuss their state's redistricting rules, voting rights law, and opportunities for community participation in the redistricting process.

**Qualifications and Experience:** A Bachelor's degree from an accredited institution is required. Experience working with Latino community issues is essential. Must have strong facilitation skills as well as excellent oral and written communications abilities. Must be fluently bilingual in both English and Spanish with the ability to switch back and forth between both languages easily. Must have excellent computer skills, particularly in a MS Windows environment and also with Excel. Must be resourceful, punctual, and attentive to detail. If COVID-19 pandemic conditions allow, must be willing to travel, including driving self to offsite locations when necessary. Access to an automobile, and a valid driver license and auto insurance are required.

**Knowledge, Skills, and Abilities:** The successful candidate will possess the ability and desire to learn about voting rights and the redistricting process; have a proven track record of working with multi-ethnic coalitions; experience working in Latino community outreach and event planning; and will possess the ability to organize and host web meeting software, such as Zoom.

**Compensation:** **This position is funded for a maximum of 15 months.** \$35,000 to \$40,000 / year. Salary is commensurate with experience. MALDEF's generous benefits package includes: 100% employer paid medical, dental and vision for employees and their eligible dependents, short and long term disability insurance, term life insurance, 403(b) retirement plan with employer contribution and match, employee assistance plan, 11 holidays, and 20 days personal time off (PTO) per year.

**How to Apply:** Send cover letter and résumé and 3 to 5 page writing sample by email to [jobs@maldef.org](mailto:jobs@maldef.org). For ease of processing please title your email as follows: **Your Name – LA National Redistricting Outreach Assistant**. Attachments should be in .doc, .docx, .rtf, .txt or .pdf format. Incomplete applications will not be considered.

**Position Open Until Filled. ■ Equal Opportunity Employer**

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