

Parent School Partnership Program Associate

Los Angeles, CA

MALDEF is the nation's leading nonprofit 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 Los Angeles based **Parent School Partnership Program Associate** to provide program support to advance educational opportunities for the Latino community.

Job Responsibilities: The Parent School Partnership Program Associate supports the Parent School Partnership National Director and PSP staff nationally by performing administrative tasks including, but not limited to: preparing and editing correspondence, reports, and training manuals; translating documents from English to Spanish; maintaining departmental FileMaker database; entering contact reports and next steps of departmental contacts; responding to and relaying telephone calls and emails; processing invoices, check requests, reimbursements, time sheets, and other required business forms and documents. Assists in the planning and organizational logistics for special events, remote workshops, trainings, and other activities including: coordinating event site or meeting room reservations, catering, participant outreach and confirmation, shipping training materials, arranging transportation, hiring on-site help as needed, and recording, preparing and distributing meeting minutes. The PSP Associate supports local and national trainers by researching information and training documents, translating and maintaining curriculum, and by providing ongoing communication and support of program participants and trainees. Maintains electronic calendar and schedules meetings with staff, donors, and community members and coordinates with staff to schedule community outreach requests. Reviews legislation, federal guidelines, newspapers, periodicals and the Internet to stay informed of general developments and emergent issues related to educational access for Latinos. Maintains a database of scholarship resources across the United States to maintain the MALDEF Scholarship List, reviews legislative proposals for impact on Latino educational opportunities and access, and works with Community Education staff to develop policy analysis and fact sheets.

Qualifications and Experience: Bachelor's degree from accredited college or university preferred. Experience in an educational, research, public policy, fundraising or nonprofit setting also preferred (and may be substituted for degree).

Knowledge, Skills and Abilities: Excellent interpersonal skills and a proven ability to interact in professional manner with youth and parents, community organizers, school administrators, university officials, volunteers, and MALDEF staff is required. A demonstrated commitment to working on civil rights and social justice issues in communities of color preferred. A high degree of initiative and ability to work and produce results with minimal supervision is required. Must be fluently bilingual in both English and Spanish with the ability to switch back and forth between both languages easily. Excellent time management skills with a demonstrated ability to perform complex and concurrent administrative tasks involving independent judgment, speed, and accuracy, and to shift rapidly from one task to another; extensive knowledge of MS Office (Windows, Word, Excel, and PowerPoint and Publisher) and the Internet required. Knowledge of FileMaker, Canva and/or database management preferred. Must be able to lift and carry 25 lbs., and must possess the willingness and ability to travel by automobile or airplane as required.

Compensation: \$37,000 - \$46,000 per year depending on experience. MALDEF offers a generous benefits package, including 100% employer paid medical, dental, vision for the employee and qualified dependent family members, short- and long-term disability insurance, term life insurance, 403(b) retirement plan with employer contribution and match, employee assistance plan, 11 paid holidays, and 20 days of personal time off (PTO) per year and an annual bonus.

How to Apply: Send cover letter, résumé, and 3 to 5 page writing sample by email to: jobs@maldef.org. For ease of processing please, title your email as follows: **Your Name – PSP Program Associate**. Attachments should be in .doc, .docx, .rtf, .txt or .pdf format. Incomplete applications will not be considered.

Position Open Until Filled. ■ Equal Opportunity Employer

For more information, visit: www.maldef.org

Follow us on Twitter: [@maldefjobs](https://twitter.com/maldefjobs)

Friend us on Facebook: [Maldef HR](https://www.facebook.com/MaldefHR)