



## **JOB ANNOUNCEMENT**

*Please post and circulate*

### **Phone Canvasser**

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

#### **The Organization**

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 and is the leading nonprofit organization that facilitates full Latino participation in the American political process, from citizenship to public service. The NALEO Educational Fund carries out this mission by developing and implementing programs that promote the integration of Latino immigrants into American society, providing assistance and training to the nation's Latino elected and appointed officials, and conducting research on issues important to the Latino population.

The NALEO Educational Fund is a 501(c)3 non-profit organization governed by a 15 member Board of Directors and a 25 member Board of Advisors. Both Boards are comprised of members of Congress, state and local elected officials, and corporate leaders from across the country. The NALEO Educational Fund maintains offices in Los Angeles, Washington D.C., Houston and New York, employs approximately 43 full-time staff and has an annual budget of approximately \$6 million.

#### **The Position**

The NALEO Educational Fund is seeking motivated individuals to work as paid campaign phone canvassers for its "get-out-the-count" program for the 2010 Census. Phone canvassers will serve as the direct contact between the NALEO Educational Fund and Latino households in hard to reach areas of Los Angeles County. Phone canvassers will be recording call outcomes on a simple online database. Through live telephone calls, the phone canvasser will inform and motivate Latinos to participate in the 2010 Census. No prior experience is necessary (training will be provided). This is an entry level, part-time / temporary position starting at \$9.50 per hour. This position will start March 18<sup>th</sup> and end on April 22, 2010.

#### **Qualifications**

- ♦ Be energetic and enthusiastic in encouraging people to participate in the American political process.
- ♦ Have good communication and interpersonal skills on the phone
- ♦ Bilingual (English and Spanish) is a must
- ♦ Ability to follow general script and adjust as needed to audience
- ♦ Basic computer skills
- ♦ Able to sit for long periods of time
- ♦ Punctuality – shifts have pre-set start times
- ♦ Positive attitude, detail-oriented, highly motivated and organized
- ♦ Ability to work respectfully with people of all cultural and socioeconomic backgrounds
- ♦ Supportive of mission and philosophy of the NALEO Educational Fund
- ♦ If a driver, must have a valid driver's license with proof of automobile insurance coverage

All phone canvassers will be required to attend one training session. Training sessions will be held on March 15, March 16 and March 17 from 6:00 pm to 7:30 pm.

#### **PLEASE EXPRESS YOUR INTEREST OR SEND WORK HISTORY TO:**

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*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, citizenship or authorized alien status, or veteran status.*