



## POSITION ANNOUNCEMENT

<b>POSITION:</b> ESSA Stakeholder Outreach Coordinator	<b>OPEN:</b> Immediately
<b>LOCATION:</b> Washington, DC, or any NCLR regional office location	<b>CLOSING:</b> Until filled
<b>CONTACT:</b> Maria Moser	<b>SALARY:</b> Commensurate with experience

### SUMMARY

The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization in the United States—works to build a stronger America by creating opportunities for Latinos. Through its network of nearly 300 affiliated community-based organizations, NCLR reaches millions of Hispanics each year in 37 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR conducts applied research, policy analysis, and advocacy, providing a Latino perspective in five key areas—assets/investments, civil rights/immigration, education, employment and economic status, and health. In addition, it provides capacity-building assistance to its Affiliates who work at the state and local level to advance opportunities for individuals and families.

Founded in 1968, NCLR is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC, serving all Hispanic subgroups in all regions of the country. It has state and regional offices in Chicago, Los Angeles, Miami, New York, Phoenix, and San Antonio.

### BACKGROUND

As part of the Education team, the ESSA Stakeholder Outreach Coordinator creates and adapts materials and trainings to facilitate communication with parents, teachers, and students about the implementation of the Every Student Succeeds Act (ESSA). The ideal candidate must be able to handle multiple projects simultaneously, and manage fast-paced schedules with professionalism, maturity, poise, and confidence.

This position requires the ability to communicate effectively with stakeholders who have varying levels of education in both English and Spanish, with a particular focus on parents. This position reports to the Senior Director of Education; however, specific work may be assigned and supervised by other staff members on the Education team. As such, experience and comfort with reporting to multiple supervisors is necessary.

This is a grant-funded position that is funded for one year from time of hire. Continuing employment is not guaranteed beyond the scope of the grant funding. This position is based in either Washington, DC, or an NCLR Regional Office location.

## **RESPONSIBILITIES**

- Create parent-friendly materials regarding ESSA implementation, including Spanish-language materials.
- Adapt existing resources to improve communication across stakeholder groups.
- Create and lead training on ESSA and its implementation for diverse groups of stakeholders.
- Support outreach efforts on ESSA implementation through coordination of meetings and convenings nationwide.
- Facilitate effective communication on ESSA implementation work across NCLR's stakeholder networks through a variety of channels, including webinars, regular email and newsletters, and phone calls.
- Identify opportunities for improved communication within NCLR's ESSA work and implement solutions.

## **QUALIFICATIONS**

- B.A. degree and at least three years of experience in the field of education.
- Experience leading training and communication with diverse stakeholders, including Latino parents, families, and teachers.
- Ability to quickly pick up new or changing information and integrate it with existing resources and knowledge.
- High proficiency in Microsoft Office (Word, Excel, Access, PowerPoint), strong word processing skills, and use of the Internet.
- Strong attention to detail and a structured approach to managing the workload.
- Ability to work with minimal supervision, maintain attention to deadlines, function effectively under pressure, and communicate clearly and effectively about workload and priorities.
- Ability to work both independently and as part of a team.
- Must be motivated, responsible, results-oriented, and have a positive attitude.
- Strong verbal communication skills and professional attitude in representing NCLR to different audiences (e.g., Affiliates, funders, partners).
- Strong writing skills.
- Bilingual (English/Spanish) fluency required.
- Highly trustworthy and able to maintain confidentiality of information.
- Commitment to NCLR's values and principles of ethical standards.
- Ability to travel to NCLR events approximately two times per month.

**Please note:** Only those applicants who submit a cover letter and résumé will be considered for this opportunity. Please include "ESSA Stakeholder Outreach Coordinator" in the subject line of any email submissions.

### **SEND COVER LETTER AND RÉSUMÉ TO:**

National Council of La Raza  
1126 16<sup>th</sup> St., NW  
Suite 600  
Washington, DC 20036

Attn: Maria Moser  
hrmail@nclr.org

***No phone calls please!***

*EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.*