



**The Aída M. Álvarez Fellowship for Civic Leadership  
Latino Community Foundation**

*Are you ready to learn, grow, and work in a dynamic, fun, innovative Foundation committed to social change? Are you willing to be challenged and be on the cutting edge of a new model for philanthropy, advocacy, and community engagement? Are you looking to dig deeper, have an impact, be inspired and inspire others? Then consider this opportunity the right one for you!*

**ABOUT THE LATINO COMMUNITY FOUNDATION**

The Latino Community Foundation (LCF) exists to unleash the power of Latinos in California. We fulfill our mission by building a movement of civically engaged philanthropic leaders, investing in Latino-led organizations, and increasing political participation of Latinos in California. LCF is at a pivotal stage in its growth and is actively expanding its programs across the state. LCF is working to scale the largest network of civically engaged Latino philanthropists, and advance the [California Latino Agenda](#). The Agenda was developed by LCF and outlines the policies that will ensure Latino families and youth have equitable opportunities to reach their fullest potential. LCF recently unveiled the 1<sup>st</sup> ever [Latino Power Map](#), an interactive database of Latino nonprofits across the state and key data on pressing issues impacting Latino families. To learn more about LCF, visit [www.latinocf.org](http://www.latinocf.org).

**ABOUT THE AÍDA M. ÁLVAREZ FELLOWSHIP FOR CIVIC LEADERSHIP**

Named after the first Latina to serve in a presidential cabinet, the newly founded Aída M. Álvarez Fellowship for Civic Leadership ensures that emerging leaders have an opportunity to participate in a nine-month fellowship focused on civic leadership, social responsibility, and values driven philanthropy. 2019 is a consequential year for California's Latino Community. It is vital that we prepare the Latino community for the 2020 Census and the 2020 Presidential Election.

LCF seeks a dynamic and strategic leader to join our policy team and help us lead these efforts. The Fellow will 1) learn about philanthropy's role in policy advocacy; and 2) obtain first-hand experience working for a grantmaking institution advocating for solutions that have tangible, enduring impact on Latino children and families. Consistent with LCF's values of trust, hope, and leading from a place of strength, the Fellow will be part of a historic effort to change the Latino narrative by mobilizing civic engagement during a critical moment in our Nation's history.

The Fellow will report to the Policy Director. The Fellow will be employed over a nine-month period and will have the opportunity to meet Aída M. Álvarez, Chair Emerita of the Latino Community Foundation.

**KEY RESPONSIBILITIES:**

**2020 Census**

- Support the execution of LCF's 2020 Census outreach efforts, including representing LCF at 2020 Census convenings with partners in philanthropy, business, nonprofit, and other key stakeholders.
- Lead logistical support for LCF-led convenings including the Latino Census Kickoff in April 2020 and other statewide convenings.
- Research, writing, and disseminating information on the importance of the 2020 Census for Latinos.
- Help coordinate media efforts with radio/tv/print and other news outlets and liaise with the Latino Giving Circle Network, and community partners seeking volunteer opportunities, information, and other requests.

- Work with the Policy Director to draft internal quarterly reports and data for compliance purposes with the State of California.

### **2020 Election**

- Produce a nonpartisan, bilingual voter guide in the leadup to the 2020 Presidential Primary and develop strategies for dissemination among the Latino Giving Circle Network, community partners and other stakeholders. Organize three convenings across the state to discuss the importance of the next election for Latinos and collaborate with stakeholders to inform Latino voters on the Vote Center model of voting (Only relevant to certain counties across the state).
- Help produce and disseminate video clips by youth and for youth on why it's critically important to register and get out the vote.
- Facilitate partnerships with key national and statewide organizations, including Voto Latino, When We All Vote, Mi Familia Vota, UnidosUS, etc.

### **California Latino Agenda**

- Work with CEO and Policy Director to continue to build on the California Latino Agenda. This includes:
  - Researching existing policies that would support the recommendations outlined;
  - Researching and outlining budgetary recommendations to advance the Agenda;
  - Support the convening of state leaders to flesh out specific next steps for decision-makers to act on the recommendations; and
  - Develop a framework (ex. a dashboard) to keep elected officials accountable on efforts and policies to advance equitable solutions for Latinos to thrive in California.
- Write blog posts, draft social media content to advance the recommendations of the California Latino Agenda.
- Research funding and speaking opportunities to expand our work.
- Other opportunities to support the impact of the policy work.

### **QUALIFICATIONS:**

**Communication:** Ability to communicate with a wide-range of audiences including government officials, nonprofit leaders, and philanthropic staff. Strong written and verbal communication skills.

**Experience:** Background in civic engagement, policy, and Latino issues demonstrated by volunteer, internship and/or other work experience

**Education:** MPA, MPP or other policy related graduate level education and/or equivalent experience

**Language:** Bilingual (written, oral) is preferred

**Project Management:** Experience with event planning is preferred; Ability to prioritize, communicate needs, and general organizational skills

**Research:** Ability to distill complex concepts and data into easy-to-read collateral and presentations for internal and external audiences

**Team Work:** Fun and ready to contribute to strengthen LCF; Ability to think creatively, be resourceful, and work well with others and individually

### **TO APPLY:**

Please email resume, writing sample, and a cover letter explaining why you are the right fit for this unique nine-month fellowship opportunity to Christian Arana, Policy Director at [carana@latinocf.org](mailto:carana@latinocf.org). Salary is dependent on experience and qualifications.

*The Latino Community Foundation (LCF) is proud to be an Equal Opportunity Employer. Employment with LCF is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military. We strongly encourage people of diverse backgrounds to apply.*