

Diego Munoz

From: Delaosa, Cary [cary.delaosa@nc.gov]
Sent: Thursday, February 12, 2009 3:41 PM
To: undisclosed-recipients:
Subject: [advocacygroup] JOB OPPORTUNITIES FOR WEEK ENDING 2/12/09
Attachments: NC job websites.doc; ATT00022.txt

SEE ATTACHED LIST OF JOB SEARCH WEBLINKS

NC FORECLOSURE HELP

www.ncforeclosurehelp.org/

City of Raleigh- several job postings

Shortcut to:

www.raleighnc.gov/portal/server.pt/gateway/PTARGS_0_0_306_205_0_43/http://pt03/DIG_Web_Content/employment/public-Perm.html

SEVERAL FEDERAL JOB POSTINGS

USAJOBS.GOV

Youth Program Coordinator

Reproductive Health and Justice Program

The Organization

El Pueblo, Inc. is a non-profit, statewide Latino advocacy and public policy organization based in Raleigh. Our organization has been in existence since 1994. Initiatives and programs include: Legislative Advocacy, Cultural Program including planning and implementation of La Fiesta del Pueblo, Youth Program, Leadership Development, Education and Trainings, Public Safety, Health efforts, and Civic Participation. El Pueblo, Inc. enjoys national affiliations and works closely with the grassroots communities throughout the state, community-based organizations, academic institutions, for-profit and government entities in carrying out its mission.

Position Description

This is a part-time position at El Pueblo, Inc. with funding secured from March 1st, 2009 to December 2009. Funding will likely be extended until December 2010. Funded by the Z. Smith Reynolds Foundation and additional donors, this position will be in charge of coordinating, implementing and evaluating a reproductive health program for Latino youth. This program is being developed in collaboration with Ipas. This position requires travel throughout the state and working evenings and weekends, when necessary.

SPECIFIC RESPONSIBILITIES:

Program Implementation & Trainings

- Adapt already existing curriculum on sexuality and reproductive health to train Latino youth.
- Recruit Latino youth groups in Wake County to participate in 10-week training
- Identify and recruit youth groups in area and recruit to participate in a multi-county training for Latino youth.
- Develop evaluation plan.
- Develop peer to peer, advocacy and media trainings for Latino youth using.

- Plan and coordinate a Youth Summit on Reproductive Justice covering peer to peer, advocacy, media and other trainings, as proposed by youth and recruit Latino youth from area counties to assist in the planning and to participate in the summit.

Additional Responsibilities

As with all positions at El Pueblo, this job entails a degree of general office leadership responsibilities, such as:

- Overseeing program budget spending.
- Public speaking on behalf of El Pueblo, Inc. and beyond specific program.
- Technical assistance to other organizations working on similar programs. .
- Other duties as needed and appropriate to fulfill the needs of the organization.

Qualifications**Education**

- **Bachelors Degree in Public Health, Social Work, or Public Administration preferred or an equivalent combination of trainings and experience.**

Experience

- **Experience working with youth, ideally Latino youth and/or on reproductive health issues.**
- Experience or interest in non-profit organizations' operations and functions.
- Experience or interest in working in the Latino community.
- Experience and knowledge of non-profit organizations' operations and functions.

Skills

- **Proven bilingual skills (English and Spanish) both oral and written.**
- **Excellent oral communication skills, with an ability to interact with youth and a diverse group of stakeholders.**
- Excellent writing skills and the ability to synthesize information from different sources and present information in a variety of written formats and styles for difference audiences .
- **Computer skills, including MS Word, Excel, and Publisher**
- Be highly organized, with attention to detail, and strong organizational and administrative skills.
- **Must be self-motivated and able to work with minimal supervision and function effectively under, and meet, tight deadlines.**
- The ability to develop work plans, set deadlines, work well with minimal supervision, and organize multiple projects and duties simultaneously.

Attributes

- **Strong commitment to El Pueblo's mission and to reproductive justice. Enthusiasm, teamwork spirit and positive attitude are a must.**
- Be able to work effectively as a member of a team, know when to act independently and when to consult for advice on decision-making.
- Willingness to carry out a wide range of activities, including both professional and logistical tasks.
- Flexibility with respect to schedule, working hours, travel and work assignments, including ability to work overtime or on weekends when necessary.

This is a dynamic and vital position for El Pueblo Inc. El Pueblo, Inc. offers a competitive salary based upon qualifications and experience and a unique opportunity to contribute significantly to a growing and respected organization. Salary for this position for a FTE is \$32,000 to \$35,000 and will be pro-rated.

Please send resume and cover letters (English and Spanish) via email to: florence@elpueblo.org.

For more information about El Pueblo, Inc. please visit our website at www.elpueblo.org

Orange County, North Carolina
Equal Opportunity/Affirmative Action Employer

Medical Interpreter*
Health Department

Posting 9100-888**Description:**

Responsibilities include the following: Provide direct interpretation services in a variety of settings including clinical (both medical and dental), home visits and community locations. Document interpretation and translation activities as defined by supervisor. Monitor Spanish voice mail line for messages and provide follow-up assistance. Working hours may vary depending on needs of

department.

Work Schedule: Monday through Friday 8:00 am to 5:00 pm

Requirements: Requires any combination of education and experience equivalent to graduation from an accredited college or university with major course work in Spanish or related field and at least 2 years experience in health field; or providing services in interpretation, translation, or related field. Must demonstrate considerable oral fluency in English and Spanish, and Medical and Dental terminology. Prefer experience working with Hispanic/Latino community. Must have a valid N.C. driver's license. Candidate must be able to work independently with strict attention to detail, and adhere to a code of interpreter ethics, and understand medical confidentiality, including HIPAA.

Compensation: **The hiring range for this position is \$16.82 - \$21.85 per hour.**
Orange County provides a comprehensive employee benefits package, including membership in the N.C. Local Government Employee's Retirement System.

Closing Date: Monday, February 23, 2009

Apply To: Orange County Human Resources Department
208 South Cameron Street, Post Office Box 8181
Hillsborough, North Carolina 27278
Telephone: (919) 732-8181, extension 2550
Facsimile: (919) 644-3009

An official Orange County Application For Employment is required for all openings and must be received on or before the closing date. Refer to the appropriate posting number on your application. Resumes will not be accepted unless accompanied by a completed application form.

Cary De la Osa
Special Bilingual Assistant
Hispanic/Latino Affairs
NC Office of the Governor
116 West Jones Street
Raleigh, NC 27603
(919) 733-5361
FAX (919) 733-2120
1-800-662-7952

Cary.DelaOsa@ncmail.net

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