


**Diego Munoz**

**From:** Delaosa, Cary [cary.delaosa@nc.gov]  
**Sent:** Thursday, March 05, 2009 11:47 AM  
**To:** undisclosed-recipients:  
**Subject:** [advocacygroup] Job announcements for week ending 3/6/09  
**Attachments:** ATT00097.txt

**“The potential possibilities of any child are the most intriguing and stimulating in all creation.”**

				
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Title	Pay Plan/Series/Grade	Salary Range	Agency	Location
<a href="#">TAX COMPLIANCE OFFICER</a>	GS-0526-05/09	\$30,722-\$71,520	Department of Treasury/Internal Revenue Service	US-Throughout the Nation

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Title	Pay Plan/Series/Grade	Salary Range	Agency	Location
<a href="#">Internal Revenue Agent (FSLG) GS-0512-12</a>	GS-0512-12/12	\$67,613-\$95,381	Department of Treasury/Internal Revenue Service	US-Throughout the Nation

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## **EL PUEBLO**

### **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 1<sup>st</sup>, 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](mailto:florence@elpueblo.org).

For more information about El Pueblo, Inc. please visit our website at [www.elpueblo.org](http://www.elpueblo.org).

**Orange County Rape Crisis Center**  
**Position Description**  
**Executive Director**

*The Orange County Rape Crisis Center is a non-profit agency which has been serving the community since 1974. Services are confidential and include: a 24-hour crisis intervention service that provides support and assistance to sexual assault survivors, their families, and friends; information and referrals concerning the law enforcement, medical, and legal processes; support groups and individual counseling for sexual assault and child sexual abuse survivors; personal safety programs in both county schools systems; outreach and awareness programs for local agencies and groups; and efforts to change practices and culture to prevent sexual violence.*

*The following statements guide the Center's work:*

- *Mission statement: The Center mission is to stop sexual violence and its impact through support, education and advocacy.*
- *Vision statement: Center staff and volunteers envision a just and equitable world free of sexual violence and all other forms of oppression.*
- *Center values: professionalism, excellence, accessibility, social justice, community involvement, self-care and empowerment.*

The Executive Director position is considered full time, exempt in accordance with the Fair Labor Standards Act, and requires regular hours as well as frequent evenings and weekends.

**Responsibilities:** The Executive Director is the professional administrator of the Center, responsible for all aspects of Center programs, services, and functions. The Executive Director is expected to model and encourage the Center's values.

Specific responsibilities include:

1. Staff Management
  - Oversee leading, recruiting, hiring, training, motivating, supervising, and evaluating all staff of the agency.
  - Assign special projects and delegate other responsibilities to staff and volunteers.
2. Fundraising/Grantwriting
  - Work with Board of Directors and Development Director to assure adequate financial support for the agency.
  - Write grant proposals, and report back to funding organizations.
  - Contact and build relationships with major donors, including foundations, corporations and state and local governments in conjunction with the Development Director.
  - Serve as Center's primary contact with the Triangle United Way, and as the Center's representative on its committees.
3. Policy Setting
  - In conjunction with Board of Directors, develop Center policies and insure compliance therewith.
4. Program Planning and Implementation
  - Work with staff, Board members and other volunteers, and community members to analyze trends, project community service needs, and plan for the Center's response to those needs.
  - Work with staff to assess Center programs and services.
5. Financial Management
  - Prepare, monitor and revise as necessary annual budget projection in conjunction with Finance Committee.
  - Manage grant funding.
  - Oversee all payroll and accounting functions.

- Supervise bookkeeper.
6. Board Support
    - Provide regular reports, support, and information to the Board of Directors.
    - Build a strong Board of Directors through training, relationship building.
    - Maintain regular contact with all committees of the Board.
    - Involve the Advisory Council in the Center's activities.
  7. Media and Community Relations
    - Serve as the primary media contact for the Center.
    - Actively encourage support for accomplishing the Center's mission, vision, and values.
    - Maintain the visibility of the Center by partnering with diverse community groups.
  8. General Management
    - Maintain nonprofit standards.
    - Oversee contracts and leases.
    - Manage Center facilities.

### **Qualifications Required:**

1. Minimum of Master's Degree or Bachelor's degree with equivalent experience.
2. Strong organizational skills.
3. Strong public speaking, writing, and presentation skills
4. Experience with grant writing and foundation proposals
5. Experience fundraising with individuals, corporations, and foundations
6. Demonstrated effectiveness in building coalitions and/or working on multi-disciplinary teams.
7. Experience in working with people from diverse backgrounds.
8. Experience managing, leading and supervising staff and/or volunteers.
9. Demonstration of cultural awareness, sensitivity and competency.

### **Qualifications Preferred:**

1. Five years administrative experience in a nonprofit agency.
2. Experience working with issues of sexual/domestic violence.
3. Knowledge of human service network and system of care for survivors of sexual violence.

Responsible to: The Board of Directors of the Orange County Rape Crisis Center

Salary: Competitive in nonprofit field, commensurate with education and experience.

Benefits: Health, life and dental insurance; retirement investment plan; generous leave package.

*Because the Orange County Rape Crisis Center values diversity, we welcome and encourage applicants from diverse racial groups, including but not limited to African-American, Latina(o), American Indian, and Asian, and/or sexual orientations (e.g., lesbian, gay, bisexual, transgender), as well as people from different national origins, religions, ages, and disability status.*

To apply: Send a cover letter describing relevant qualifications, experiences and salary requirements; resume; and three references to: President, Board of Directors, Orange County Rape Crisis Center, P.O. Box 4722, Chapel Hill, NC 27515 or [president@ocrcc.org](mailto:president@ocrcc.org). Deadline for submission is March 23, 2009.

## **Job Announcement** **East Coast Migrant Head Start Project**

### **Early Childhood Education Specialist**

East Coast Migrant Head Start Project is a federally funded non-profit corporation serving migrant farm worker children (6 weeks – 6 years) and their families in eleven States on the east coast. We are currently seeking an Early Childhood Education Specialist for North Carolina. Responsible for providing leadership, support, and training/technical assistance to five Centers in the eastern part of the State. Master's degree in Early Childhood Education (ECE) or related field w/ minimum 12 credit hours in ECE. Minimum 5 yrs. experience in Early Childhood settings. Successful candidate will have strong communication skills, ability to work with individuals from diverse populations, leadership skills, initiative and ability to motivate and inspire staff. Good time management, computer, organization and record-keeping skills a must. Knowledge of Head Start a plus. Bilingual (Span-Eng) a plus. Position located in Clayton, NC (approximately 17 miles south of Raleigh). Competitive salary, excellent benefits, including immediate employer contributions to 403(B) for employees with at least two years previous Head Start experience. Send cover letter, salary history and resume by March 16, 2009 to:

Ms. Patti Kingery, NC Head Start Administrator  
East Coast Migrant Head Start Project  
798 NC Hwy 42 West  
Clayton, NC 27520

### **Job Announcement East Coast Migrant Head Start Project Health & Disabilities Services Specialist**

East Coast Migrant Head Start Project is a federally funded non-profit corporation serving migrant farm worker children (6 weeks – 6 years) and their families in eleven States on the east coast. We are currently seeking a Health & Disabilities Services Specialist for North Carolina. Responsible for providing leadership, support, and training/technical assistance to five Centers in the eastern part of the State in the areas of child & family health, including dental, mental health, nutrition and disabilities. Master's degree in Public Health, Maternal & Child Health, Nursing or related field. Successful candidate will have strong communication skills, ability to work with individuals from diverse populations, leadership skills, initiative and ability to motivate and inspire staff. Good time management, computer, organization and record-keeping skills a must. Knowledge of Head Start a plus. Bilingual (Span-Eng) a plus. Position located in Clayton, NC (approximately 17 miles south of Raleigh). Competitive salary, excellent benefits, including immediate employer contributions to 403(B) for employees with at least two years previous Head Start experience. Send cover letter, salary history and resume by March 16, 2009 to:

Ms. Patti Kingery, NC Head Start Administrator  
East Coast Migrant Head Start Project  
798 NC Hwy 42 West

Clayton, NC 27520

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