

## Diego Munoz

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**From:** Cary De La Osa [Cary.DelaOsa@ncmail.net]  
**Sent:** Friday, May 23, 2008 9:54 AM  
**To:** Cary De La Osa  
**Subject:** [advocacygroup] JOB OPPORTUNITIES FOR WEEK ENDING 5/23/08  
**Attachments:** ATT00047.txt

**MEMORIAL DAY**



**Although no sculptured marble should rise to their memory, nor engraved stone bear record of their deeds, yet will their remembrance be as lasting as the land they honored.**

**-Daniel Webster**

Healthcare company in the North Raleigh Area is accepting applications for an Administrative Assistant position. Spanish/English Bilingual candidates are encouraged to apply.

Hours: Monday-Friday, 8:30am-5pm with some flexibility

Responsibilities include:

- Medical records: filing, process records requests, record maintenance and chart preparation for clinic
- Data entry for referrals
- Fill in/Coverage for front desk and Intake Dept
- Process prescription refills and messages to providers.

Qualifications:

- High School Diploma or equivalent
- At least one year of clerical experience, preferably in a healthcare setting
- Computer Literate
- Strong organizational skills
- Dedicated attention to detail
- Ability to work well independently and as part of a team

For consideration, please submit a letter of interest and resume to Liz Whidden [lwhidden@triumphcares.com] or 919-852-5323.

The following vacant positions are on the NC Office of State Personnel Job Website.  
[www.osp.state.nc.us/jobs/](http://www.osp.state.nc.us/jobs/)

**Position # 19361**

P.H. Disease Control Specialist I, SG 67  
 Field Services Unit  
 New Hanover/Wilmington  
 Posting Date: 05/09/08  
 Closing Date: 05/27/08

**Position # 19656**

P.H. Disease Control Specialist I, SG 67  
 Field Services Unit  
 Buncombe/Black Mountain  
 Posting Date: 05/06/08  
 Closing Date: 05/20/08

**Position # 19651**

P.H. Disease Control Specialist II, SG 69  
 Field Services Unit  
 Pitt/Greenville  
 Posting Date: 05/15/08  
 Closing Date 06/02/08

**POSTING TO WATCH FOR THAT SHOULD SHOW UP ANY DAY**

**Position # 19648**

P.H. Disease Control Specialist II, SG 69  
 Field Services Unit  
 Forsyth/Winston-Salem

**Part-time Operations Manager Position Available**

**JOB RESPONSIBILITIES**

- Assist with financial activities and record-keeping, including processing weekly bank deposits, tracking bills & payments, writing checks, maintaining receipts, and assisting with annual audit
- Review monthly employee time reports, prepare monthly report for payroll service, review quarterly payroll records assist with annual W2s and 1099s
- Coordinate annual donor giving program, including sending direct mail letters, tracking

- donor information, and setting up major donor meetings
- Coordinate online giving programs for donors
- Assist with other fundraising efforts as needed
- Maintain current employee benefits information & insurances, including renewing workers' compensation, board of directors' liability insurance, health insurance, car insurance, and retirement plans
- Assist in preparing for Board of Directors bi-monthly meetings, including coordinating logistical arrangements
- Develop and manage general office operations (e.g., postage, mail, phones, office supplies, equipment, car maintenance)
- Create and update operating procedures as needed
- Provide additional administrative support to Executive Director as needed

#### **SKILLS / QUALIFICATIONS**

- Knowledge of farmworker issues and commitment to social justice
- Experience in financial management, including payroll, payables, and receivables (preferably with nonprofits)
- Experience with individual donor research and management
- Knowledge of office procedures, including filing, office equipment, typing, and policy development
- Excellent organizational skills and attention to detail
- Excellent written and oral communication skills
- Flexible
- Able to juggle multiple tasks
- Computer skills on Macintosh--Word, Excel, FileMaker Pro, and Quickbooks Pro
- Associate/Bachelor's Degree in relevant field OR 2 years administrative experience, preferably with a nonprofit
- Able to make at least a 2-3 year commitment
- Bicultural & bilingual (fluency in Spanish and English) preferred

#### **HOURS OF WORK:**

20 hours/week (with possible increase to 30-40 hours within a year); flexible schedule Monday - Friday

#### **SALARY & BENEFITS:**

\$13-16/hour depending on experience; prorated health insurance and leave benefits

#### **START DATE:**

mid July 2008

#### **TO APPLY:**

By 5 pm, June 11 mail, fax, or email a 2 page resume with 3 references and 1 page cover letter to:

Melinda Wiggins  
SAF  
1317 W. Pettigrew St.  
Durham, NC 27705  
Email: [mwiggins@duke.edu](mailto:mwiggins@duke.edu)  
Fax: 919-681-7600  
Phone: 919-660-3616

SAF is an affirmative action/equal opportunity employer.

**MISSION:**

SAF is a non-profit organization based in Durham, North Carolina. Founded in 1992, SAF brings students and farmworkers together to learn about each other's lives, share resources and skills, improve conditions for farmworkers, and build diverse coalitions working for social change. SAF coordinates summer internships and fellowships, campus organizing, leadership development of farmworker youth, a newsletter and other publications, and community education. For more information: [www.saf-unite.org](http://www.saf-unite.org)

**STAFF SIZE:**

5 full-time, 1 part-time, and 30 summer interns & fellows

**ANNUAL BUDGET:**

\$490k

Want to post an announcement on this list? Email [tmacias@duke.edu](mailto:tmacias@duke.edu)

**\*Position\*: Dhr Information And Referral Specialist \*Working Title\*: Dhr Informa & Refer Spcli \*Vacancy Number\*: 60037857 \*Salary Grade\*: 65 \*Salary Range\*: \$30522 - \$47971 \*Hiring Range\*: \$30522 - \$47971**

\*Department\*: Health Human Services

\*Division\*: HHS SO DS SA CS Off of Citizens Svcs-B \*Type of Appointment\*: Perm Full-Time

\*Location\*: Raleigh

\*Posting Date\*: 05/16/2008

\*Closing Date\*: 05/30/2008

\*Number of Positions\*: 1

**\*Description of Work\***

The purpose of this position is to guide citizens through the human services delivery system by providing information and referral to the proper department or agency and assist with problem resolution for concerns and complaints. The position answers calls on the toll-free NC DHHS Office of Citizen Services CARE-LINE, interviews callers to determine their needs and provide information on availability of and eligibility for human service and other programs as well as to provide counseling for persons in crisis situations. The call center is open 24/7. The employee will be assigned a primary shift, but work requirements may result in some alternate shifts. In addition, employees will work rotating weekends and holidays.

**\*Knowledge, Skills and Abilities\***

General knowledge of governmental operations and of the human service programs administered by local, state and federal agencies; general knowledge of agencies involved in bioterrorism and disaster/emergency preparedness; ability to exercise judgment and discretion in determining which agency should receive a particular referral; ability to communicate program information clearly to persons from a wide range of educational and socioeconomic levels; skill to deal tactfully and effectively with the problems of numerous citizens that vary in resolution from providing a telephone numbers to the identification and involvement of numerous program staff. Additionally, management prefers that applicants have good communication skills and a knowledge of the human service delivery system, including DHHS, federal and local government programs and non-profit agencies and an understanding of emergency and disaster preparedness. Microsoft Word, Excel, and PowerPoint are required.

**\*Training and Experience Requirements\***

Graduation from a four-year college or university preferably with a degree in psychology, sociology, social

work, counseling, health education, consumer services, or in a field related to the assignment and two years of progressive administrative, program delivery in a human service area. (A master's degree in any of the above preferred disciplines will be substituted for one year of the two-year requirement in experience, and closely related experience may be substituted for college on a year-for-year basis.) Degrees must be received from appropriately accredited institutions. Degrees must be from appropriately accredited institutions.

**\*How to Apply\*:**

All applicants must submit a State Application for Employment (PD-107) to the contact person at the Human Resources Office indicated on the vacancy announcement. A separate application must be submitted for each individual position for which you are applying and must include the specific position title and position number. Resumes will not be accepted in lieu of completing a state application. Faxed applications are acceptable and may be faxed to (919) 715-0094. E-mailed applications will not be accepted. Applications must be received in the appropriate Human Resources Office by 5:00 p.m. on the closing date. Job postings and the State application for Employment (PD-107) may be found at public libraries, local Employment Security Commissions, DHHS Human Resources Offices, or the Office of State Personnel web site at: <http://www.osp.state.nc.us/jobs>.

\*Contact Person\*: Wilson Eagleson  
 \*Contact Agency\*: Health Human Services  
 \*Contact Address\*: 2001 Mail Service Center  
 101 Blair Dr., Adams Bldg  
 Raleigh, NC 27699-2001  
 \*\*Contact Phone\*: \* 919-733-6976

**NASHER MUSEUM OF ART AT DUKE UNIVERSITY**  
**VOLUNTEER COORDINATOR**  
**TEMPORARY: JULY 1 - NOVEMBER 21, 2008**  
**PART TIME: 20 HOURS A WEEK, SOME NIGHTS AND WEEKENDS**

**General Description**

**Responsibilities:**

- Develop training documents for volunteer positions.
- Recruit, train and schedule 100-200 volunteers to staff information desk, audio guide kiosk and roving line volunteers for a large 11-week art exhibition: El Greco to Velazquez: Art during the Reign of Philip III
  - Volunteers could range in age from teens to senior citizens.
- Act as a point of contact between volunteers and museum staff.
- Track volunteer activity, reporting as appropriate.
- Track and distribute volunteer appreciation gifts.
- Maintain a roster of fill-in volunteers to replace regular volunteers when they are sick or absent.
- Run and manage the audio guide kiosk with the assistance of the Curator of Education. This station will involve money handling and care of electronic devices.
- Actively participate in pro-active, professional and quality customer service.
- Actively provide leadership, expertise, assistance and training to volunteers as necessary.
- Monitor and evaluate activities of volunteers, provide constructive feedback to volunteers and actively work to resolve issues as they arise
- Ensure all visitors have a safe and enjoyable experience.
- Ensure that the activities of the volunteer workers meet the needs of the organization.

**Requirements**

- Fluent in Spanish
- Experience working with the public
- Excellent interpersonal skills
- Excellent supervisory skills

- Excellent written and oral skills
- Excellent organizational skills, attention to detail and ability to complete tasks on time
- Computer literacy, experience with databases preferred
- Ability to handle challenging situations while affirming institutional policies and procedures
- Trustworthy and reliable
- Evening and weekend hours require a flexible schedule
- Ability to manage multiple projects simultaneously
- Ability to deal with a wide variety of personalities
- Prefer experience in a non-profit setting

Education: College degree

Please send a cover letter, resume and three references to  
 Juline Chevalier  
 Curator of Education  
 Nasher Museum of Art at Duke University  
 Box 90732  
 Durham, NC 27708

No phone call, please.

### **EXECUTIVE DIRECTOR POSITION**

The next Executive Director must have a profound respect for young people and believe that they come first in all activities of YouthBuild PCS.

The next Executive Director will come to YouthBuild PCS with the desire to change lives, the tenacity to never give up, and the unfailing belief in and respect for the intelligence of young people. . S/he will be a visionary, a mentor, an inspiration, and a role model. The ideal candidate will bring experience in education and youth development and will understand working with at-risk youth sufficiently enough to handle any and all challenges with grace, maturity and aplomb. Finally, the next Executive Director will bring impeccable strategic thinking skills to the challenge of envisioning a future for YouthBuild PCS that is ambitious and creatively leverages the financial reality of a nonprofit budget.

While no one person will embody all of the qualities enumerated below, the ideal candidate will possess many of the following professional and personal characteristics:

- A minimum seven years experience managing an organization of similar complexity.
- A management style that is collaborative, energetic, and respectful of the important relationships with community partners, funders, and other opinion leaders. The ability to set the tone for an organizational culture that combines respectful collaboration with a disciplined attention to productivity and capitalizes on every opportunity to develop staff. The ability to be a dynamic and compelling ambassador to all audiences including staff, funders, board members, government officials, public agencies, students, and parents.
- Demonstrable success and passion for fundraising in the nonprofit sector. Understanding of the art of donor cultivation and maintenance. Success soliciting support from a variety of sources including individual donors, government agencies, foundations, and the private sector.
- Experience dealing with challenged youth communities including adjudicated youth, teenage parents, and youth with behavioral problems. A role model for the respect and tolerance expected of all in the YouthBuild PCS community.
- Skill and savvy working with a volunteer Board of Trustees and leveraging staff and board talent and time. The ability to work closely with and support the expertise of the staff with open communication and effective management techniques. Ability to identify and recruit able staff, and to motivate, mentor, and inspire an effective,

professional, and volunteer workforce.

- A Bachelor's degree, and ideally a Master's degree, in education, non-profit management, business, youth development, social work, or a related field.
- Keen intellect along with the initiative, integrity, and flexibility necessary to address the practicalities of a nonprofit enterprise. The humility to honor the impressive work done to date and the courage, vision, and creativity to lead YouthBuild PCS to new levels of promise. A good sense of humor with the ability to actively listen and create a healthy work environment is a must.
- Spanish /English bilingual strongly preferred.

### **Applications and Nominations**

More information about YouthBuild PCS may be found at: [www.ybpcs.org](http://www.ybpcs.org)

Nominations and applications are due by May 16, 2008. Due to the pace of this search, candidates are encouraged to apply as soon as possible. Applications including a cover letter describing your interest and qualifications, your resume (in Word format), salary history and where you learned of the position should be sent to: [ybpcs-ed@nonprofitprofessionals.com](mailto:ybpcs-ed@nonprofitprofessionals.com).

**El Vínculo Hispano – The Hispanic Liaison**  
**A non-profit, membership-based organization serving the**  
**Latino Community of Chatham County**

### **BILINGUAL SERVICES COORDINATOR**

Must start by September, 2008

#### **Primary duties and responsibilities:**

- Ø Conduct client intake for walk-in clients
- Ø Offer resource/referral and problem solving services for Latino population.
- Ø Provide interpreting by appointment or in times of crisis.
- Ø Develop a collaborative relationship with providers working with Spanish-speaking families.
- Ø Translate documents and any other written material, as needed.
- Ø Participate in AmeriCorps monthly meetings and trainings
- Ø Maintain and submit all required reports

#### **Minimum Requirements:**

- Ø At least 17 years old
- Ø Bilingual English/Spanish
- Ø US Citizen or Legal Permanent Resident
- Ø High School Diploma, GED or working towards one while serving.
- Ø Team player and good interpersonal skills
- Ø Basic computer skills in Microsoft Office applications
- Ø Valid NC Driver's License
- Ø A criminal record check will be conducted.

#### **Hours:**

Office hours are 9:00 AM to 5:30 PM, Monday through Friday. Must work a total of 1,700 hours

#### **Full-time AmeriCorps Members receive:**

Annual Stipend of \$11,400  
 Educational award of \$4,725  
 Health Insurance benefits  
 Childcare Assistance, based on income

**Please send resume or call:**  
**Marcia Espínola, El Vínculo Hispano**

105 E. Second St. Siler City, NC 27344  
 (919) 742-1448 Fax: (919) 742-1451  
 Email: [Marcia@evhnc.org](mailto:Marcia@evhnc.org)  
[www.evhnc.org](http://www.evhnc.org)  
<http://cnnnc.uncg.edu/>

The U.S. Environmental Protection Agency (EPA)'s National Center for Environmental Assessment (NCEA) in Research Triangle Park, North Carolina has up to 12 full-time temporary positions for summer students. Summer students will work on an interdisciplinary research project involving review and evaluation of current science for developing the EPA's Integrated Science Assessment documents. These assessments will be used to support regulatory decisions related to the six criteria air pollutants: O3, NO2, SO2, CO, Pb, and particulate matter.

Responsibilities will include reviewing data on these criteria air pollutants within specific disciplines according to experience and training, and helping NCEA scientists build and maintain databases of these data and assessments. Through this work, students will become active participants in the use of science in policy development for air pollutants regulated by EPA.

Requirements include enrollment in a graduate program with expertise in one of the following disciplines: epidemiology; toxicology; human exposure assessment; biostatistics; ecology; environmental chemistry or physics; atmospheric sciences; computer science or information management; or biology.

These are full-time, temporary federal positions with an end date no later than September 30, 2008. U.S. citizenship is required and candidates must meet U.S. Office of Personnel Management qualification requirements including specific educational course work. Candidates should have the required education and/or experience as described in the announcement. Salary ranges from \$17 to \$21 per hour.

HOW TO APPLY: Fax a copy of your resume to the attention of: Eleanor Jamison at 919-541-5078 or send your resume via email to: [jamison.eleanor@epa.gov](mailto:jamison.eleanor@epa.gov).

The U.S. EPA is an Equal Opportunity Employer

\_\_\_\_ CORRECTIONAL OFFICER

6111

#### DESCRIPTION OF WORK

Work in this class involves varied responsibility for the custody and supervision of inmates in a state corrections facility.

Employees are responsible for carrying out assigned duties relative to the detention, rehabilitation, security, and discipline of inmates in accordance with established rules and procedures. Employee may be assigned to any work area within the facility and is subject to rotation of work areas and shifts. Work is guided by established policies and procedures of the department and supervision is received through the established chain of command.

#### EXAMPLES OF DUTIES PERFORMED

Supervises and instructs inmates assigned to various work assignments.

Maintains discipline and order among inmates.

Acts as gate officer, tower officer, dormitory officer, transportation officer, or in any other capacity of this nature as assigned.

Searches inmates and inspects quarters for contraband.

Promotes rehabilitation of inmates by attempting to modify anti-social attitudes, discouraging undesirable habits, and encouraging worthwhile activities.  
 Enforces rules and regulations for the safety, health, and protection of inmates.  
 Assists in recapturing escapees.  
 Performs other duties relative to the level of work described.

## RECRUITMENT STANDARDS

### Knowledges, Skills, and Abilities

General knowledge of the methods and procedures of discipline and rehabilitation of inmates confined to state correctional facility.

Some knowledge of the use and maintenance of firearms.

Ability to act quickly and efficiently in an emergency.

Ability to direct and supervise the work and activities of inmates.

Ability to follow oral and written orders explicitly.

### Minimum Education and Experience

Graduation from high school and six months experience as a Correctional Officer Trainee; or graduation from high school and one year of experience in law enforcement; or an equivalent combination of education and experience.

### Minimum Education and Experience for a Trainee Appointment

Graduation from high school.

Contact: Brenda Smith  
 Business Officer II  
 DOP Administrative Services  
 (919) 838-3766

## **AUTISM SOCIETY OF NC**

Bilingual Job Position  
 Community Skills Instructor

### Minimum Qualifications:

- Bilingual
- 18 years of age or older
- High school diploma, or equivalent, at least one year of college preferred
- Experience teaching or working with people with disabilities highly recommended
- Ability to understand autism and treatment methods

Responsible To:  
 • Community Services Coordinator

### General Responsibilities:

- To provide instruction, support, and supervision to participants to teach appropriate skills and behaviors for maximum involvement and success in the community
- Applicants contact Director of Services - Denise Ferguson at (919)743-0204 or [dferguson@autismsociety-nc.com](mailto:dferguson@autismsociety-nc.com)

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](mailto:Cary.DelaOsa@ncmail.net)

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