

## Diego Munoz

---

**From:** Cary De La Osa [Cary.DelaOsa@ncmail.net]  
**Sent:** Thursday, June 05, 2008 9:56 AM  
**To:** Cary De La Osa  
**Subject:** [advocacygroup] Job opportunities for week ending June 6, 2008  
**Attachments:** ATT00043.txt

Always vote for principle, though you may vote alone, and you may cherish the sweetest reflection that your vote is never lost.

John Quincy Adams

### **Positions available at Durham County Department of Social Services**

For more information go to: <http://www.durhamcountync.gov/departments/hrsv/index.html>

#### **INCOME MAINTENANCE CASEWORKER II**

##### **(Social Services – Food and Nutrition Services)**

Initiates, processes, and maintains an ongoing caseload for Food and Nutrition Services; determines eligibility and recertification using policy manual and procedures. Ability to work under pressure and handle multiple tasks needed. Strong computer skills, communication ability, and organization skills highly desired. **Requires** a degree from an accredited college or university; or an associate's degree in accounting, business administration, human services, secretarial science or closely related field and two years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data; or a high school diploma and five years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data.

**Candidates with bilingual skills preferred.**

**Note: Must submit an Income Maintenance Caseworker Supplemental Application.**

Appointment Type: Regular  
 Date Posted: June 2, 2008  
 Closing Date: Open  
 Position No.: 40001603 (2 Positions)

#### **PROCESSING ASSISTANT III**

##### **(Social Services – Customer Information Center)**

Provides clerical support for the Customer Information Center; answers the telephones, routes calls and records messages; types forms, correspondence and reports; maintains files and processes case records; performs other clerical tasks as assigned. Experience with multi-line phone systems and knowledge of Microsoft Office and Windows highly desired.

Effective oral, written, and interpersonal communication skills necessary. Ability to work with the public and operate standard office equipment essential. **Requires** high school graduation and one year of clerical work experience; or an equivalent combination of training and experience. **Candidates with bilingual skills preferred.**

**Note: Must submit a Clerical Supplemental Application.**

Appointment Type: Regular  
 Date Posted: March 17, 2008  
 Closing Date: Open  
 Position No.: 40001250

#### **PROCESSING UNIT SUPERVISOR IV**

##### **(Social Services - Family Economic Independence Division)**

Supervises the support staff for the Work First Cash Assistance, Employment Service Units, Family and Children's Medicaid, and Food and Nutrition Services Sections. Provides administrative and technical supervision for the unit. Hires

and trains support staff. Completes, in a timely manner, monthly statistical and other financial reports, prints and distributes reports, manages automated databases, and types documents. Must possess excellent verbal and interactive skills to communicate effectively by phone and in person. Knowledge of Microsoft Office and Windows XP essential. **Requires** graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience. **Candidates with bilingual skills preferred.**

**Note: Must submit a Clerical Supplemental Application.**

Appointment Type: Regular  
Date Posted: May 12, 2008  
Closing Date: Open  
Position No.: 40001301

### **INCOME MAINTENANCE CASEWORKER II**

#### **(Social Services – Adult Services)**

Interview and determine eligibility for Adult Medicaid Programs. Perform in-dept assessments, gather and document information. Inform clients of all available programs and explain eligibility requirements. Make referrals to appropriate program or agency. Assesses accuracy of information received to determine eligibility. Keeps abreast of rules and regulations governing all programs. **Requires** a degree from an accredited college or university; or an associate's degree in accounting, business administration, human services, secretarial science or closely related field and two years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data; or a high school diploma and five years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data. **Candidates with bilingual skills preferred.**

**Note: Must submit an Income Maintenance Caseworker Supplemental Application.**

Appointment Type: Regular  
Date Posted: March 3, 2008  
Closing Date: Open  
Position No.: 40001533

### **INCOME MAINTENANCE CASEWORKER II**

#### **(Social Services – Family and Children Medicaid)**

Initiates and processes Family and Children's Medicaid applications and performs appropriate re-certifications for Spanish and English speaking clients. Must possess the ability to interpret and apply policy while demonstrating a strong mathematical aptitude. **Requires** a degree from an accredited college or university; or an associate's degree in accounting, business administration, human services, secretarial science or closely related field and two years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data; or a high school diploma and five years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data. **Candidates with bilingual skills preferred.**

**Note: Must submit an Income Maintenance Caseworker Supplemental Application.**

Appointment Type: Regular  
Date Posted: May 12, 2008  
Closing Date: June 6, 2008  
Position No.: 40001571

### **INCOME MAINTENANCE CASEWORKER II**

#### **(Social Services – Food and Nutrition Services)**

Initiates, processes, and maintains an ongoing caseload for Food and Nutrition Services; determines eligibility and recertification using policy manual and procedures. Ability to work under pressure and handle multiple tasks needed. Strong computer skills, communication ability, and organization skills highly desired. **Requires** a degree from an accredited college or university; or an associate's degree in accounting, business administration, human services, secretarial science or closely related field and two years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data; or a high school diploma and five years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data. **Candidates with bilingual skills preferred.**

**Note: Must submit an Income Maintenance Caseworker Supplemental Application.**

Appointment Type: Regular  
Date Posted: March 24, 2008  
Closing Date: Open  
Position No.: 40001613 (2 Positions)

### **INCOME MAINTENANCE CASEWORKER II**

**(Social Services – Food & Nutrition Services and Family & Children’s Medicaid Services - Shell Positions)**

Initiates, processes, and maintains an ongoing caseload for Food and Nutrition Services and Family and Children’s Medicaid program; determines eligibility and recertification using policy manual and procedures. Ability to work under pressure and handle multiple tasks needed. Strong computer skills, communication ability, and organization skills highly desired.

**Requires** a degree from an accredited college or university; or an associate’s degree in accounting, business administration, human services, secretarial science or closely related field and two years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data; or a high school diploma and five years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data. **Candidates with bilingual skills preferred.**

**Note: Must submit an Income Maintenance Caseworker Supplemental Application.**

Appointment Type: Regular

Date Posted: April 7, 2008

Closing Date: Open

Position No.: 40004604 (5 Positions)

**SOCIAL WORK PROGRAM MANAGER****\$46,225 - \$79,578****(Social Services – Family Economic Independence Division (DACCA))**

Serves as the Executive Director for Durham’s Alliance for Childcare Access, a collaborative effort of Durham County Social Services, Durham’s Partnership for Children, Child Care Services Association and Operation Breakthrough. Manages and directs a customer driven outcome focused child care program for children and families in Durham County. Administers a budget of \$20 million, which provides access to high quality child care and other supportive services to low-income families. Knowledge of local and state policies and regulations pertaining to child care essential. Must possess excellent managerial skills and have the ability to budget, plan and develop sound strategies to meet desired goals. **Requires** a MSW degree from an accredited school of social work and three years of social work or counseling experience, two of which was in a supervisory capacity; or a BSW degree from an accredited school of social work and four years of social work or counseling experience, two of which were in a supervisory capacity; or a master’s degree in a counseling field and four years of social work or counseling experience, two of which were in a supervisory capacity; or a four-year degree in a human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and five years of social work or counseling experience, two of which were in a supervisory capacity; or graduation from a four-year college or university and six years of experience in rehabilitation counseling, pastoral counseling, or a related human services field providing experience in techniques of casework, group work, or community organization, two of which were in a supervisory capacity; or an equivalent combination of training and experience.

Appointment Type: Regular

Date Posted: May 26, 2008

Closing Date: Open

Position No.: 40001512

**SOCIAL WORK SUPERVISOR III****\$43,999 - \$75,745****Social Services - (Child Placement/Special Services Unit)**

Coordinates and oversees the activities of a post adoption social worker, independent living social worker, child welfare lead social worker, kinship care social worker and a facilitator. Provides staff development training and completes performance evaluations. Represents the agency at local and state meetings as needed. Must possess comprehensive knowledge of social work principles, techniques and practices and a broad knowledge of child welfare policies and procedures. **Requires** a MSW degree from an accredited school of social work and two years of social work or counseling experience; or a BSW degree from an accredited school of social work and three years of social work or counseling experience; or a master’s degree in a counseling field and three years of social work or counseling experience; or a bachelor’s degree in a human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and four years of social work or counseling; or a bachelor’s degree from an accredited college or university and five years experience in rehabilitation counseling, pastoral counseling or a related human services field providing experience in the techniques of casework, group work, or community organization; or an equivalent combination of training and experience. Ability to deal effectively with the public and other community agencies desired. **Candidates with bilingual skills preferred.**

Appointment Type: Regular

Date Posted: April 14, 2008

Closing Date: Open

Position No.: 40001491

**SOCIAL WORKER I****(Social Services – Child Protective Services)**

Responsible for providing social work support services to the investigative/family assessment and case management Social Worker III positions; performs incidental investigative/family assessment and case management tasks; makes collateral

contacts; assists the Social Worker III's with removal of children from the home when the agency petitions for custody; performs home studies; provides case management duties, i.e., types dictation, prepares the record for transfer and closure, schedules appointments, etc.; attends joint staff and individual meetings with the Social Worker III's including home visits when deemed necessary; determines client eligibility for the County's financial assistance and the State's energy program (AEA, County Emergency Assistance, Emergency Energy Fund, etc.); processes the appropriate forms; makes referrals to clothing and food resources; advocates for child and parent/caretaker medical care. Working knowledge of basic social work principles, techniques and practices and their application to specific casework, group work and community problems preferred. Ability to establish and maintain effective working relationships with assigned clients and their families and with care providers and various community organizations as well as the ability to work independently is essential. **Requires** a bachelor's degree in a human services field; a bachelor's degree and one year of directly related experience; or an equivalent combination of training and experience. Candidates with bilingual skills preferred.

Appointment Type: Regular

Date Posted: January 22, 2008

Closing Date: Open

Position No.: 40001309

### **SOCIAL WORKER III**

#### **(Social Services – Foster Care/Child Placement - Permanency Planning Unit)**

Provides services to children in the legal custody of the Department of Social Services who require reunification, relative placement, adoption and/or termination of parental rights. Maintains thorough documentation of all case activity. Works in partnership with other community agencies. Prepares court summaries and participates in associated court proceedings. Considerable knowledge of child welfare practices, early childhood development and family dynamics needed. **Requires** a MSW degree from an accredited school of social work; BSW degree from an accredited school of social work and completion of the Child Welfare Collaborative (Child Welfare positions only-must provide certificate of completion); BSW degree from an accredited school of social work and one year directly related experience; master's degree in counseling in a human services field and one year of social work or counseling; bachelor's degree in a human services field from an accredited college or university and two years directly related experience; bachelor's degree from an accredited college or university and three years of directly related experience. **Candidates with bilingual skills preferred and/or experience in Foster Care.**

Appointment Type: Regular

Date Posted: January 7, 2008

**Closing Date: Open**

Position No.: 40001407 (3 Positions)

### **SOCIAL WORKER III**

**\$37,940 - \$65,315**

#### **(Social Services – Child Protective Services)**

Provides family assessments, forensic investigations and/or case management for families with substantiated reports of suspected child neglect and abuse as defined by the General Statutes of North Carolina. Conducts assessments of family dynamics and needs, prepares court summaries and participates in associated court proceedings. Makes difficult agency decisions regarding the removal of children from abusive and neglectful homes. Must have knowledge of child welfare policies and practices including but not limited to social work investigation, crisis intervention, family functioning and child development. **Requires** a MSW degree from an accredited school of social work; BSW degree from an accredited school of social work and completion of the Child Welfare Collaborative (Child Welfare positions only); BSW degree from an accredited school of social work and one year directly related experience; master's degree in counseling in a human services field and one year of social work or counseling; bachelor's degree in a human services field from an accredited college or university and two years directly related experience; bachelor's degree from an accredited college or university and three years of directly related experience. **Candidates with bilingual skills preferred.**

Appointment Type: Regular

Date Posted: May 5, 2008

Closing Date: Open

Position No.: 40001423

### **SOCIAL WORKER III**

#### **(Social Services – Foster Care/Child Placement-Permanency Planning Unit)**

Provides services to children in the legal custody of the Department of Social Services who require reunification, relative placement, adoption and/or termination of parental rights. Maintains thorough documentation of all case activity. Works in partnership with other community agencies. Prepares court summaries and participates in associated court proceedings.

Considerable knowledge of child welfare practices, early childhood development and family dynamics needed. **Requires** a MSW degree from an accredited school of social work; BSW degree from an accredited school of social work and completion of the Child Welfare Collaborative (Child Welfare positions only-must provide certificate of completion); BSW degree from an accredited school of social work and one year directly related experience; master's degree in counseling in a human services field and one year of social work or counseling; bachelor's degree in a human services field from an accredited college or university and two years directly related experience; bachelor's degree from an accredited college or university and three years of directly related experience. Candidates with bilingual skills preferred and/or experience in Foster Care.

Appointment Type: Regular  
 Date Posted: March 17, 2008  
**Closing Date: Open**  
 Position No.: 40001457

### **SOCIAL WORKER III**

**\$37,940 - \$65,315**

#### **(Social Services – Shell Positions)**

Performs a range of social work functions in the Child Protective Services and Child Placement and Supportive Services divisions. May include assessments of family dynamics and needs, forensic investigations and/or case management for families with substantiated reports of suspected child neglect and abuse; services to children in the legal custody of the Department of Social Services who require reunification, adoption and/or termination of parental rights. Must have knowledge of child welfare policies and best practices, strong analytical, interpersonal and communication skills and the ability to work across traditional program lines in the promotion of the multidisciplinary team approach. **Requires** a MSW degree in from an accredited school of social work; BSW degree from an accredited school of social work and completion of the Child Welfare Collaborative (Child Welfare positions only); BSW degree from an accredited school of social work and one year directly related experience; master's degree in counseling in a human services field and one year of social work or counseling; bachelor's degree in a human services field from an accredited college or university and two years directly related experience; bachelor's degree from an accredited college or university and three years of directly related experience.

**Candidates with bilingual skills, preferred.**

Appointment Type: Provisional  
 Date Posted: March 10, 2008  
 Closing Date: Open  
 Position No.: 40004587 (5 positions)

### **SOCIAL WORKER III (Child Welfare Lead Worker)**

**\$37,940 - \$65,315**

#### **(Social Services – Child Placement & Supportive Services)**

Perform a range of high-level worker functions in support of new and existing child welfare staff in both Child Protective Services and Child Placement and Supportive Services. Perform functions intended to improve compliance with state law and policy, orientation of new child welfare staff. Performance in juvenile court, critical decision making and teamwork across program lines. Must possess professional judgment, knowledge of child welfare laws, policies and best practices, strong analytical, interpersonal and communication skills; and ability to promote a multidisciplinary team approach. **Requires** a MSW degree from an accredited school of social work; BSW degree from an accredited school of social work and completion of the Child Welfare Collaborative (Child Welfare positions only); BSW degree from an accredited school of social work and one year directly related experience; master's degree in counseling in a human services field and one year of social work or counseling; bachelor's degree in a human services field from an accredited college or university and two years directly related experience; bachelor's degree from an accredited college or university and three years of directly related experience. **Candidates with bilingual skills preferred.**

Appointment Type: Regular  
 Date Posted: March 17, 2008  
 Closing Date: Open  
 Position No.: 40004602

### **THE UNIVERSITY OF NORTH CAROLINA WILMINGTON:**

The Department of Psychology invites applications for a tenure-track appointment at the Assistant Professor level in any area of **cross-cultural and/or multicultural psychology**. Applicants with research interests in the areas of race, racism, stereotyping, minority/cross-cultural aging or development, multicultural clinical issues, or the psychology

of diversity are particularly encouraged to apply. We are especially interested in research focused on racial issues involving African-Americans or ethnic issues involving Hispanics/Latinos/Latinas. UNCW is a 12,000 student comprehensive university located on the scenic North Carolina coast. The department, which has 32 full-time faculty members, serves 600 undergraduate and 60 graduate majors. The department has a master's degree program with both general and clinical concentrations, and is developing a doctoral program which is expected to be implemented in the next few years. Applicants should have completed an earned doctorate in psychology by August 1, 2009. Although teaching and research are the primary responsibilities, service is also expected. Salary is competitive. The position will begin in August, 2009. Members of ethnic minority groups and women are especially encouraged to apply.

**To apply, please complete the online application process available on the web at <http://consensus.uncw.edu>.** A letter of application stating teaching, research and professional interests, curriculum vita, representative reprints and contact information (including e-mail address) for three current professional references should be addressed to James Johnson, Multicultural Search Committee Chair and attached to the online application – not e-mailed or mailed. Microsoft Word or Adobe PDF attachments are specifically preferred. Letters of reference will be required for highly ranked candidates. **Applications must be received no later than October 15, 2008 to receive full consideration.** For questions, contact Mark Galizio, Department Chair, at 910-962-3813. Under North Carolina law, applications and related materials are confidential personnel documents and are not subject to public release. Visit our website at [WWW.UNCW.EDU/PSY](http://WWW.UNCW.EDU/PSY). UNCW is an EEO/AA Employer.

**Job Title:** Spanish-speaking psychotherapist

**Location of work:** Siler City, NC

**Summary:** El Futuro is looking for a Spanish-speaking psychotherapist to provide clinic- and community-based services in Siler City, North Carolina. This is an exciting opportunity to work within a creative, energetic, multidisciplinary agency developing and implementing best practices. Clinical supervision provided.

**Description:**

El Futuro, Inc., a nonprofit agency whose mission is "to provide and advance behavioral health resources for the underserved, Latino population of North Carolina" is looking for a Spanish-speaking therapist.

|                   |  |
|-------------------|--|
| <b>Job Title</b>  | Therapist  |
| <b>Reports to</b> | Clinical Director  |
| <b>Job Sites</b>  | Siler City Community Health Center <i>and</i> El Futuro Outpatient<br>Mental Health Clinic, Siler City, North Carolina |

**Responsibilities:**

1. Create and maintain positive relationships with multi-disciplinary treatment teams in community health center. Educate providers about appropriate referrals and conduct outreach to obtain such referrals.
2. Provide family-centered, culturally competent mental health screening and intake to children and/or adults with mental illness and/or substance abuse diagnoses. Facilitate entry of appropriate clients into El Futuro treatment team, either through providing ongoing services at the community health center, outpatient mental health center, or through referral to other El Futuro professionals.
3. Provide some case management services, including referring clients brought to you for screening to more appropriate treatment providers when needed.
4. Provide ongoing outpatient services in the community health center, including individual, family and group therapy, and parenting education.
5. Maintain accurate documentation of clinical services and billing.
6. Maintain positive relationships with other social service providers and community leaders.
7. Contribute to clinical team knowledge base of emerging best practices for client population.
8. Supervise trainees, volunteers and/or paraprofessional staff.

Services will be provided as part of multi-disciplinary team including psychiatrists, social workers, substance abuse counselors and trainees.

**Qualifications:**

- Required: M.A. in social work, counseling, or psychiatric nursing, or Ph.D. in psychology, and one year clinical experience with Spanish-speaking clients. Degree must be from an accredited school.
- Preferred: North Carolina clinical license in social work, counseling, psychology, or comparable field. Qualified provisionally licensed individuals will be considered.
- Clinical experience with adults and children preferred.
- Excellent assessment, case management, and crisis intervention skills.
- Proven ability to maintain professional boundaries and protect client confidentiality when working in close collaboration with other agencies in the field.
- Commitment to provision of culturally competent services.
- Demonstrated enthusiasm about working as part of inter-disciplinary team.
- Flexibility about developing role within new non-profit mental health agency.
- Willingness to pursue relevant training as needed.

**Other:**

- Travel: Occasional overnight travel may be required for training/conferences.
- Language Skills: Excellent spoken Spanish required. Must be able to read and communicate with clients in written Spanish. Must be able to document clinical encounters in English and write treatment plans in Spanish.

**Salary range**      \$47,500

**Work week**      37.5 hours. One evening per week required.

**Start date**      June 10 – July 1, 2008.

Please send an email to: [info@elfuturo-nc.org](mailto:info@elfuturo-nc.org), or mail a resume and cover letter to:

**Sandy Ruiz, MSW, LCSW, LCAS, MAC**  
**Clinical Program Director**  
**El Futuro, Inc.**  
**110 W. Main St. #2H**  
**Carrboro, NC 27510**

**Pa'lante Director Job Description**

The Pa'lante Directorship is a part-time contract position that includes the following responsibilities:

*Supervision of Youth Activities*

- Develop and maintain Pa'lante activities, including weekly planning and training meetings, Radio Pa'lante, Pa'lante's Website, and Noche de Estrellas.
- Supervise the recruitment, selection, and training youth members in leadership, journalism, and radio and Web technology.
- Plan and coordinate activities with other youth organizations to take place during teacher workdays and vacations.
- Recruit, train, and manage volunteers.

*Advocacy and Outreach*

- Stay abreast of issues affecting the Latin American immigrant youth community in Orange County, North Carolina, and educate the greater community about these issues.
- Stay abreast of local resources available for Latin American immigrant youth and their families.
- Communicate as necessary with parents, schools, funders, pertinent community organizations, and Spanish- and English-language media regarding Pa'lante and its activities.

*Non-profit Management*

- Convene Board of Directors meetings at least four times each year.
- Work with the Board to recruit and train Board members.

- Work with the Board to develop a budget, raise funds, manage grants, manage the books, and comply with state and federal revenue services.
- Work with the Board to stay abreast of issues affecting non-profits and media organizations.
- Provide quarterly program activity and financial reports to the Board and its partner organization as required.
- Ensure that youth members and volunteers comply with the policies and procedures of Pa'lante and its partners.

#### Pa'lante Director Qualifications

- Conversational and writing ability in English and Spanish.
- Basic competence in email, Web browser, word processing, presentation and spreadsheet programs.
- Experience or education in non-profit management, including fundraising, board and volunteer management, public relations and non-profit financial management, *or* be willing to attend trainings in these areas that would be in addition to regular work hours. (Tuition and expenses would be compensated.)
- Experience in leadership (can include leadership positions in school organizations), event planning, and public speaking.
- Awareness of issues facing Latin American immigrants in North Carolina. Experience in working with Latin American youth highly desirable.

#### Time Commitment

The time commitment is an average of 15 hours per week. Fixed hours include a weekly evening training and planning meeting with the youth and mentors and the radio program on Friday afternoon. The Director must also be available occasionally on other evenings or weekends, typically twice a month, to be able to meet with parents, attend board meetings or work on special projects with the youth. Daytime responsibilities include maintaining a presence at relevant school and community functions, meeting with funders and other partners, contacting radio show guests, working with the media, etc. Some weeks, such as the week prior to Noche de Estrellas, will require additional hours. Occasional overnight and weekend travel, such as to conferences or for recreational trips, will be necessary.

The Director would also need to be available for training in skills the individual may need to acquire in order to adequately perform the job duties. This training time would not be included as part of the position's regular hours and would not be compensated. Other expenses related to training, such as tuition and travel, would be compensated.

We hope to start the position in the summer of 2008. The period of the contract is 12 months. Our goal is to be able to renew the contract at the end of the 12-month period, in order to provide continuity for the program and the youth.

#### Compensation

Currently, Pa'lante is seeking funds to pay for this position. The goal is to be able to pay \$20,000 per year to a contractor.

#### To Apply

Persons interested in this position should send a resume in English and a brief cover letter in Spanish to Laura Wenzel, Pa'lante Founding Director, at [director@palanteprogram.org](mailto:director@palanteprogram.org), by June 20, 2008. Applicants who are chosen for interviews will be required to undergo a criminal background check.

#### **WORLD VIEW JOB OPENING**

**World View is currently hiring for the Program Associate position.**

**Please see attached job description for more information or visit: <http://www.unc.edu/world/news.shtml>**

**To apply for this position, please visit the UNC Human Resource website. (<https://s4.its.unc.edu/RAMS4/details.do?reqId=0805098&type=S>)**

#### **Court Services Coordinator**

**(Salary range: \$28,000 - \$31,000 depending upon experience)**

The Family Violence Prevention Center of Orange County, a non-profit agency serving the victims of domestic violence, is accepting resumes for Court Services Coordinator. This position is responsible for assisting victims of domestic violence in understanding their rights and the legal remedies available to them under North Carolina law. To accomplish this one must be able to work effectively within the court and police systems, with judges, court clerks, district attorney's offices, legal aid attorneys and other stakeholders in the community to develop a coordinated and responsive court advocacy program.

Participation in the staff hotline rotation, including week-end and overnight shifts, will be expected.

Qualified candidates must have a Bachelor's degree and a minimum of two years of directly related experience or an equivalent combination of education and experience.

Bi-lingual English/Spanish candidates are encouraged to apply. Send resume and cover letter to Doris Friend, Smither & Associates, 100 Europa Drive, Suite 460, Chapel Hill, NC 27517. Or via email to [dfriend@smithernc.com](mailto:dfriend@smithernc.com).

### **A Hispanic Outreach Coordinator – Non-profit**

#### **Description**

Our crime victim assistance organization is seeking a bilingual individual for our Hispanic Outreach Coordinator. This individual will provide direct services to crime victims of various types of crime. The Hispanic Outreach Coordinator will provide information regarding services in the community and court process and procedures. The Hispanic Outreach Coordinator will translate written materials from English to Spanish and distribute to Hispanic crime victims and community organizations. This individual will make educational presentations to the Hispanic Community.

#### **Preferred Qualifications:**

- Bachelor's Degree in human services or other related field (e.g., Communications, Education, Social Work, Criminal Justice, etc.) or experience in said fields of study.
- Operational knowledge/experience in criminal justice system or crime victim services
- Demonstrate strong interpersonal and communication skills, energetic, initiative, ability to work well as a team member.
- Verbal and written fluency in both Spanish and English
- Demonstrate effectiveness in public speaking and program presentation, including clear communication of complex concepts, both verbally and in writing.
- Demonstrate cultural awareness, sensitivity and competency with experience working with people from diverse backgrounds
- Proficiency in Microsoft Office, database management and Adobe software
- Ability to train and supervise volunteers
- Demonstrate experience building coalitions or working on teams to accomplish mutual goals.

Salary is grant funded at \$32,000 per year with health insurance benefit. Candidate should be able to start on July 1, 2008. Please send resume and cover letter to North Carolina Victim Assistance Network, Attn: Garrietta Proutey, P.O. Box 28557, Raleigh, NC 27611 or send electronically to [garrietta@nc-van.org](mailto:garrietta@nc-van.org) by May 30, 2008.

*Patient r* 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://cnnc.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.

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)

oles for



**Job Search Agent Results**

[Manage](#)

My Search Agent: **CIS - Inside**

[View all opportunities](#) | [Refine Agent](#) | [Disabl](#)  
[Forgot your username and pa](#)

| Title                                      | Pay Plan/Series/Grade | Salary Range          | Agency   | Location             | Clo Dat |
|--|-----------------------|-----------------------|--|----------------------|---------|
| <a href="#">CASE RESOLUTION TECHNICIAN</a> | GS-0303-06/07         | \$34,200-<br>\$49,403 | Dept of Homeland Security/Citizenship and Immigration Services | US-NC-<br>DURHAM, NC | 6/18    |
| <a href="#">MISSION SUPPORT SPECIALIST</a> | GS-0301-07/09         | \$38,006-<br>\$60,440 | Dept of Homeland Security/Citizenship and Immigration Services | US-NC-<br>DURHAM, NC | 6/13    |

To see updated results, including all jobs for this agent, or to change your job search agents, just log into [USAJOBS](#) and click on View next to your search agents.

Thank you for using USAJOBS. We wish you success in your search to join the "Working for America" team.

## **Job Opportunity: DEVELOPMENT ASSOCIATE**

The American Civil Liberties Union of North Carolina Legal Foundation (ACLU-NCLF) seeks applicants for a full-time Development Associate to work in our office in Raleigh. The ACLU of North Carolina is the state affiliate of the national American Civil Liberties Union, and the ACLU-NCLF is our 501(c)(3) arm that conducts our legal and educational work.

### **Position Overview**

The ACLU-NCLF is seeking a Development Associate, reporting to the Executive Director, to coordinate programs that raise funds for the ACLU-NCLF's annual budget and that strengthen the links between the ACLU-NCLF and its supporters. Working closely with the Executive Director, the Development Associate is responsible for planning, supervising and executing the development programs and leading the progression and expansion of the ACLU-NCLF's fundraising strategies. The Development Associate collaborates with the Executive Director, Development Committee, and the Board to reach our annual and long-range goals.

### **Responsibilities**

*Major Gifts Program:* Identify, develop and assist the Executive Director and Board of Directors in implementing strategies for the cultivation of 50 - 100 prospective donors of \$1,000 and up; train Board members and others for solicitations; identify donor prospects and maintain records on current donors; facilitate solicitations for the Executive Director and Board leadership; prepare materials for solicitors and donors; develop new prospects and solicit new donors to raise new, unrestricted revenues; develop and coordinate an annual comprehensive work plan that will include specific fundraising goals and targets for proposals, appeals and campaigns with the Executive Director; work with the national office in coordinating production of appeals; prepare reports. Work with the National ACLU Office of Planned Giving to develop and implement strategies for marketing planned giving products to ACLU donors and members.

*Fundraising Events:* Coordinate and implement events, including the Frank Porter Graham annual awards ceremony, donor cultivation events, and outreach events throughout the year.

*Gift Recording & Acknowledgement:* Assure the proper recording, tracking and reporting of gifts from major donors. Maintain accurate and current data files, including giving histories, profiles, interactions, and coordinate with the ACLU National Office regarding changes and updates. Become proficient in National ACLU sharing formulas, produce reports for annual audits and verify reconciliation of funds between the ACLU-NCLF and the National office.

*Materials:* Maintain primary responsibility for developing the messages, materials, and explanations of our work used in all of our development campaigns. Oversee the development of the Annual Report and other materials that advance the ACLU-NCLF's development programs.

*General staff leadership responsibilities:* Attend ACLU-NCLF functions, such as the annual membership meeting, quarterly Board meetings and other ACLU events. Assist the Executive Director in maintaining a strong team spirit within the office.

These are not all-inclusive, but these are the priorities set by the Board of Directors and the Executive Director.

### **Qualifications**

Bachelor's degree and/or equivalent combination of education and experience. Advanced degree desirable  
Ideally three or more years of experience in fundraising focusing on individual major gifts, particularly in advocacy or community-based organizations.

Firm commitment to the mission and principles of the ACLU.

Comprehensive understanding of nonprofit resource development and the methods of fundraising

Broad understanding of multi-faceted campaign planning, implementation and management

Demonstrated leadership skills; experience in successfully directing volunteers.

Strong interpersonal skills and comfort working with donors, volunteers and staff  
 Excellent oral, written and verbal communication skills with experience developing successful written donor communications and marketing materials  
 Superb organization skills; detail-oriented with strong follow-through and the ability to meet tight deadlines  
 Computer proficiency, including list/database management  
 Creative, result-oriented, self-starting, willing to learn, and able to manage an aggressive schedule; willingness to work beyond the 9 to 5 hours of the normal workday, including evening and weekend meetings and events  
 Some travel required, both in-state and out-of-state

### **Compensation**

Salary \$30,000 – 35,000 depending on experience and qualifications  
 Excellent benefits including: paid vacation and sick leave, health and dental insurance, life and disability coverage, and option to enroll in 401(k)

### **How to apply**

Applications should include a cover letter, resume, writing sample, and list of at least three professional references, including contact information for each. Submit applications to: Jennifer Rudinger, Executive Director, ACLU of North Carolina, P. O. Box 28004, Raleigh, NC 27611-8004.

*Beginning June 2, 2008, applications will be reviewed on a rolling basis until the position is filled.*

*The ACLU-NCLF is an equal opportunity/affirmative action employer and encourages applications from women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.*

---

Legal Aid of NC seeks **full-time intake specialist/receptionist** for **Pittsboro office**, High School degree/equivalent required. **Interviewing skills a plus.** Excellent verbal and written communication skills. Commitment to legal advocacy for the poor. **Competency in Spanish preferred.** Computer skills desired and/or willingness to learn. \$21,000+ DOE. Excellent benefits package. Relaxed office atmosphere. Send résumé/cover letter w/3 references to: Cynthia Carter, LANC, PO Box 1728, Pittsboro, NC 27312, [cynthiac@legalaidnc.org](mailto:cynthiac@legalaidnc.org). Open until filled. EO employer. Minorities, women, elderly, & disabled encouraged to apply.

Cynthia D. Carter, NCCP  
 Executive Assistant/Paralegal  
 Legal Aid of North Carolina  
 919-542-0475  
[cynthiac@legalaidnc.org](mailto:cynthiac@legalaidnc.org)

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)

E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties.