

## Diego Munoz

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**From:** Cary De La Osa [Cary.DelaOsa@ncmail.net]  
**Sent:** Friday, July 11, 2008 1:26 PM  
**To:** Cary De La Osa  
**Subject:** [advocacygroup] Job opportunities for week ending 7/11/08  
**Attachments:** ATT00042.txt

*Personally, I believe that our American system works as long as you participate in it. You must vote and make your voice heard. Otherwise you will be left out."*

**Jaramillo, Mari-Luci** Educator, Diplomat

### **JOB ANNOUNCEMENT** **North Carolina Society of Hispanic Professionals (NCSHP)**

#### ***Full-time Position: Director of Programs***

The North Carolina Society of Hispanic Professionals (NCSHP) is a 501 (c)(3) non-profit statewide organization whose mission is to promote education among Hispanic youth in North Carolina. NCSHP concentrates on the educational needs of Hispanic students. The intent of NCSHP is to develop and secure educational opportunities to improve Hispanic youth's success and school performance. The main area of coverage of NCSHP's activities is the Triangle (Raleigh, Durham, and Chapel Hill). NCSHP's office is located in Cary, NC.

**Position Title:** Director of Programs

**Description:** The Director of Programs (DP) will hold a leadership position and will represent the NCSHP as necessary. The DP will work in all aspects of the organization's management, and will coordinate the efforts of the NCSHP to promote education among the Hispanic youth of North Carolina.

**Salary Range:** \$34,500 to \$36,800 including benefits (commensurate with education and work experience) plus incentive bonus.

**Date of Employment:** August 2008

**Office Hours:** Flexible Schedule Mon. - Fri. Some evenings and weekends may be required.

#### **Professional Qualifications:**

##### **Required:**

- Bachelor's degree in a related field;
- Bilingual/bicultural Spanish and English, as well as excellent oral and written communication skills in both languages;
- Translation/interpretation experience;
- Experience working with diverse populations from varied social and economic backgrounds;
- Excellent interpersonal and public relations skills;
- Ability to plan, manage and budget effectively; and
- Proficiency with Microsoft Office programs and databases

##### **Preferred:**

- Previous experience in non-profit management;
- Grant writing experience and knowledge of fundraising; and
- Some knowledge of bookkeeping

##### **Specific Job Responsibilities Include:**

- Management of the organization and administration of NCSHP's office;
- Outreach activities to assess the educational needs of the Hispanic community and to meet those needs;
- Planning and implementation of NCSHP educational programs;

Leadership role in fundraising efforts and donor solicitation;  
 Search for and apply to educational grants to support and expand NCSHP's educational programs  
 Planning and implementation of conferences, training sessions, and meetings;  
 Advocacy in the area of education for Hispanic students;  
 Coordinate the recruitment and training of mentor-tutors;  
 Assist the President and the Board of Directors with administrative duties;  
 Recruitment of members and volunteers, and creation of professional chapters;  
 Maintenance of the NCSHP website and database management;  
 Light bookkeeping

**Application Procedure:** All applicants must submit: 1) job application, 2) letter of interest, and 3) resume with three references.

**Application Submittal Deadline:** July 25, 2008.

**Please mail them to:**

North Carolina Society of Hispanic Professionals  
 8450 Chapel Hill Road, Suite 209  
 Cary, NC 27513

Or E-mail: [mailbox@thencshp.org](mailto:mailbox@thencshp.org)  
 Fax: (919) 469-1785

For additional information or questions, please (919) 467-8424.  
 NCSHP's website: [www.thencshp.org](http://www.thencshp.org)

## JOB ANNOUNCEMENT

### **Susan G. Komen for the Cure, NC Triangle Affiliate Director of Community Programs**

Susan G. Komen for the Cure (formerly Susan G. Komen Breast Cancer Foundation), NC Triangle Affiliate, is currently seeking qualified and talented candidates for a full time Director of Community Programs to direct activities that relate to fulfillment of the mission of the organization and the affiliate, build relationships with and among community organizations, and elevate breast health issues within the affiliate community.

This individual will report to the Executive Director and will supervise one staff member. The Director of Community Programs serves as liaison to a volunteer advisory council and several volunteer committees.

In collaboration with affiliate leaders, this individual is responsible for developing a comprehensive and flexible community health plan for the Affiliate as part of an overall strategic plan. The Director of Community Programs is expected to build, encourage and support partnerships and collaborations among medical providers, community organizations, schools, corporations and government agencies (i.e., health departments, etc.) within the Affiliate service area. This individual also directs the Affiliate's budding advocacy & public policy initiatives.

This individual will visit service providers, work to mobilize underserved communities by fostering networking, collaboration, partnerships and program development. As a representative of the NC Triangle Affiliate, this individual will attend multiple conferences throughout the year, serve on appropriate local, regional and state-wide committees, speak to the public, the media and community groups and network with other Komen affiliates nationally.

The Director of Community Programs will direct the preparation of a bi-annual comprehensive community assessment, direct promotion of the affiliate's grant program, oversee delivery of breast health information disseminated from the Affiliate, provide direction, resources and insight to the Board of Directors, staff and volunteers, and develop innovative approaches for supporting the organization's mission. This individual also works with volunteers and other organizations to educate and advocate for breast health issues at the state and federal levels and works to align the affiliate's local policy activities with the Komen national agenda.

The NC Triangle Affiliate of Komen for the Cure serves a 13 county area. In addition to organizing fundraisers like the Race for the Cure, the Affiliate engages in outreach and education activities, and funds grants to agencies and organizations in the service area. The Affiliate has a staff of six and hundreds of dedicated volunteers.

#### **QUALIFICATIONS**

**Master's degree** in health education, social work, community health or **public health** or 3-5 years of experience in a related field.

Excellent communication skills, both written and oral. Must be comfortable speaking in a variety of environments and interacting with a variety of communities and individuals.

Proven leadership capabilities. Strong interpersonal skills.

Ability to handle multiple demands and respond to changing priorities.

Additional beneficial skills (but not required): Ability to speak Spanish, knowledge of breast health community, community mobilizing experience, grant writing or grant management experiences.

#### **REQUIREMENTS**

Must be able to drive own vehicle for extensive travel within the affiliate service area (currently 13 North Carolina counties). Mileage will be reimbursed. Occasional travel to national conferences and training.

Flexible hours to accommodate evening and weekend work.

No calls. Send electronic resume with cover letter and salary requirements to: [job@komeennctriangle.org](mailto:job@komeennctriangle.org)

Executive Director, NC Triangle Affiliate, Susan G. Komen for the Cure, 2314 S. Miami Blvd, Suite 154, Durham, NC 27703. Interviews begin mid-July. Position will remain open until an individual is hired.

El Centro Latino in Carrboro, NC is looking for an Executive Director, Program Director and Program Coordinator (part-time). For more information visit the El Centro Latino website at:

<http://elcentrolatino.org>.

#### **LATIN AMERICAN COALITION OPEN POSITION OUTREACH SPECIALIST (2 POSITIONS)**

Join our progressive, multicultural, passionate team of professionals! The Latin American Coalition, Charlotte's oldest and largest Hispanic service agency is seeking (two) part-time contract Outreach Specialists to work closely with the Family Education Coordinator in the Smart Start funded program; *Familias Fuertes, Futuro Feliz*. The Outreach Specialists will work directly with Latino families and their children, ages 0-5 to provide a holistic and comprehensive family support service by offering effective, culturally sensitive parenting education and support. The goal of this program is to engage Hispanic parents in the lives of their children ages 0-5, improving both the level of preparedness of Hispanic children entering the school system as well as the parent's knowledge of their role as the child's first and best educator.

The Outreach Specialists will participate in bi-weekly home visits, and parent training sessions under the guidance of the Family Education Coordinator. Together, the team will work closely with the Latin American Coalition staff to provide referrals to other in-house direct services or appropriate referrals to other agencies as needed. The ideal candidates will be skilled, bi-lingual communicators who can comfortably work one-on-one and in a group setting and the ability to conduct outreach activities.

The Latin American Coalition promotes full Hispanic participation in the Charlotte-Mecklenburg region, by informing, educating and advocating for the Latin American community. *The Familias Fuertes, Futuro Feliz* is a program that is critical for the community.

#### **QUALIFICATIONS & SKILLS**

Passion for Latin American Coalition mission & vision

Previous non-profit and/or program management and client management experience preferred.

Bachelor's Degree from an accredited college or university on early childhood education, social work or related

field preferred but not required.

Minimum of three (3) years experience working in early childhood education or related field.

Fluency Spanish and English; plus bicultural awareness.

Experience of community services available preferred.

Strong analytical and organizational skills, detail-oriented, ability to plan/manage multiple tasks

Must be highly motivated self-starter with ability to take initiative and work independently with minimal guidance as well as support staff in a team environment.

Proficient in Microsoft applications and Internet research

Ability to work with individuals of all backgrounds and education levels

Excellent presentation and writing skills

### **COMPENSATION**

These are part time, hourly positions.

Please send resume and cover letter to [aortega@latinamericancoalition.org](mailto:aortega@latinamericancoalition.org)

Closing date: July 18, 2008

### **LATIN AMERICAN COALITION OPEN POSITION**

#### **FAMILY EDUCATION COORDINATOR**

Join our progressive, multicultural, passionate team of professionals! The Latin American Coalition, Charlotte's oldest and largest Hispanic service agency is seeking a Family Education Coordinator to oversee and implement the Smart Start funded program; *Familias Fuertes, Futuro Feliz*. The coordinator will work directly with Latino families and their children, ages 0-5 to provide a holistic and comprehensive family support service by offering effective, culturally sensitive parenting education and support. The goal of this program is to engage Hispanic parents in the lives of their children ages 0-5, improving both the level of preparedness of Hispanic children entering the school system as well as the parent's knowledge of their role as the child's first and best educator.

The individual will be responsible to coordinate and participate in bi-weekly home visits, and parent training sessions. The individual will also supervise (2) other part time outreach specialists. The team will work closely with the Latin American Coalition staff to provide referrals to other in-house direct services or appropriate referrals to other agencies as needed. Other duties include management and coordination of Developmental Assessment of the program, training and reporting activities. The ideal candidate will be a skilled, bi-lingual communicator who can comfortably work one-on-one and in a group setting. Supervisory skills are a must and the ability to conduct outreach activities.

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#### **QUALIFICATIONS & SKILLS**

Passion for Latin American Coalition mission & vision

Previous non-profit and/or program management and client management experience preferred.

Bachelor's Degree from an accredited college or university on early childhood education or related field.

Minimum of three (3) years experience working in early childhood education or related field.

Supervisory skills a must

Minimum of (3) years of supervisory experience.

Fluency Spanish and English; plus bicultural awareness.

Experience of community services available preferred.

Strong analytical and organizational skills, detail-oriented, ability to plan/manage multiple tasks

Must be highly motivated self-starter with ability to take initiative and work independently with minimal guidance as well as support staff in a team environment.

Proficient in Microsoft applications and Internet research

Ability to work with individuals of all backgrounds and education levels

Excellent presentation and writing skills

### **COMPENSATION**

Competitive salary and benefits are provided.

Please send resume and cover letter to [aortega@latinamericancoalition.org](mailto:aortega@latinamericancoalition.org)

***WAKE COUNTY HUMAN SERVICES TO APPLY GO TO [WWW.WAKEGOV.COM](http://WWW.WAKEGOV.COM)***

**Job # 0304/2008-Administrative Assistant**  
Human Services - Economic Self-Sufficiency

**Apply Now!**

**Salary Range:** \$22,700 to \$37,800

**Expected Hiring Range:** \$22,700 to \$30,250

**Work Schedule/Location:** Mon.-Fri. 8:00a.m.-5:00p.m./Wake Medical Center (3000 New Bern Avenue)

**Minimum Qualifications:** High school diploma and one year of experience in clerical work; or equivalent. Fluent English and Spanish are required.

**Special Requirements:** A valid driver's license and a "safe" driving record required. A criminal record check will be conducted.

**Preferred Qualifications:** Excellent customer service and computer skills; knowledge of community resources.

**Duties:** Provide administrative support for an economic service team that evaluates and determines eligibility for economic service programs such as Medicaid and NC Health Choice for WakeMed patients; order and maintain supplies; receive and triage telephone calls from active and applying recipients and answer questions regarding benefits from the general public; make appointments for patients who apply for Medicaid, serve as receptionist for patients and representatives who visit a WakeMed financial counselor or WCHS case manager.

**Notes:** APPLICANTS WITHOUT BILINGUAL SKILLS WILL NOT BE CONSIDERED.

**Closing Date:** 7/11/2008

**Position #:** 0124-1207-0

## **FOR STATE JOBS CLICK LINK BELOW:**

[www.osp.state.nc.us/jobs](http://www.osp.state.nc.us/jobs)

### **City of Raleigh Jobs:**

[www.raleigh-nc.org/portal/server.pt/gateway/PTARGS\\_0\\_0\\_306\\_205\\_0\\_43/http:/pt03/dig\\_web\\_public-Home-Public.html](http://www.raleigh-nc.org/portal/server.pt/gateway/PTARGS_0_0_306_205_0_43/http:/pt03/dig_web_public-Home-Public.html)

### **City of Cary Jobs:**

[www.townofcary.org/tupage/employment.htm](http://www.townofcary.org/tupage/employment.htm)

### **City of Durham Jobs:**

[www.ci.durham.nc.us/employment](http://www.ci.durham.nc.us/employment)

### **Federal Jobs:**

[www.usajobs.opm.gov](http://www.usajobs.opm.gov)

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NC Office of the Governor  
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