

**Diego Munoz**

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**From:** Delaosa, Cary [cary.delaosa@nc.gov]  
**Sent:** Monday, February 02, 2009 9:50 AM  
**To:** undisclosed-recipients:  
**Subject:** [advocacygroup] Job opportunities for week ending 1/29/09  
**Attachments:** ATT00013.txt

We are all motivated by a keen desire for praise, and the better a man is, the more he is inspired to glory.

**Cicero**

**Bilingual Financial Counselor Position Open**

Nonprofit United Way agency **Consumer Credit Counseling Service** seeks individual for the position of Bilingual (Spanish-English) Financial Counselor. The position entails providing budget and credit counseling to families in financial stress and default housing counseling. Minimum qualifications are fluency in English and Spanish AND Bachelors Degree in accounting, counseling, business or related field or high school diploma/equivalent with five years experience in a financial occupation. Candidate must be able to organize time efficiently and should possess analytical and strong communication skills and a high level of comfort with computers. This is a full time position with some limited evening work and travel, and full benefits (relocation benefits are not provided). Starting salary range is \$26,000 - \$33,000 depending upon experience and credentials. Credit Counseling Certification must be obtained within 6 months, Housing Counseling Certification within 12 months. EOE. No phone calls or walk-ins please.

Interested persons should send a cover letter and resume by February 1, 2009 to: Kathy Banks, Bilingual Financial Counselor Position, Consumer Credit Counseling Service, 8064 North Point Blvd, Suite 204, Winston-Salem, NC 27106 or email to [kathy.banks@cccsforsyth.org](mailto:kathy.banks@cccsforsyth.org).

**Certified Financial Counselor Position Open**

Nonprofit United Way agency **Consumer Credit Counseling Service** seeks individual for the position of Certified Financial Counselor. Responsibilities include providing budget and credit counseling to families in financial stress and default housing counseling. Minimum qualifications are a Bachelors Degree in accounting, counseling, business or related field or high school diploma/equivalent with five years experience in a financial occupation **AND** current acceptable certifications in housing and credit counseling and experience in the default housing and debt counseling field. Fluency in Spanish and in English preferred. Candidate must be able to organize time efficiently and should possess analytical and strong communication skills and a high level of comfort with computers. This is a full time position with some limited evening work and travel, and full benefits (relocation benefits are not provided). Starting salary range is \$26,000 - \$33,000 depending upon experience and credentials. EOE. No phone calls or walk-ins please.

Interested persons should send a cover letter and resume by February 1, 2009 to: Kathy Banks, Certified

Financial Counselor Position, Consumer Credit Counseling Service, 8064 North Point Blvd, Suite 204, Winston-Salem, NC 27106 or email to [kathy.banks@cccsforsyth.org](mailto:kathy.banks@cccsforsyth.org).

## **International Focus Inc.**

Executive Director

International Focus, Inc., producer of the International Festival of Raleigh, seeks Executive Director to run Non-Profit Organization. Min 2 years experience in office/business management, large event planning and fundraising & development required. Excellent communication & presentation skills and knowledge of Accounting and computer software a must. Foreign language skills a plus.

Please send resume with cover letter, references and salary requirements to: [internationalfoc@bellsouth.net](mailto:internationalfoc@bellsouth.net). No phone calls or agents.

## **EL FUTURO**

**POSITION:** Bilingual Outreach and Education Coordinator

**Reports to:** Executive Director

**Status:** Regular Full-Time

**Compensation:** \$24,000 - \$35,000

**About El Futuro, Inc:**

Established in 2004, El Futuro, Inc, is a nonprofit agency whose mission is "to provide and advance behavioral health resources for the underserved Latino population of North Carolina." This is an exciting opportunity to work within a creative, energetic, and growing multidisciplinary agency. [www.elfuturo-nc.org](http://www.elfuturo-nc.org)

### **QUALIFICATIONS:**

- Bachelor's degree with at least 3 years of experience working with a mental health agency
- Excellent verbal and written communication skills
- Knowledge of computer software including Microsoft Office Word, Excel, and Access.
- Experience with community organizing
- Fluent in both written and spoken English and Spanish
- Able to provide timely written reports

### **RESPONSIBILITIES:**

#### **1. Coordination and implementation of Outreach activities**

- Monitor community schedule and identify events where attendance will promote El Futuro's mission
- Coordinate volunteer involvement and staff involvement in activities
- Research and implement creative ways to reach out to community at events -

(not just booth and table format)

**Facilitate an ongoing client rights committee with the purpose of informing the works of El Futuro and helping guide future programming**

- Recruit volunteer members from the community to participate
  - The group will meet at least bi-monthly
  - Minutes from meetings will be reported
- 3. Coordination and implementation of education programs**
- These include parenting classes, community presentations, etc.
  - Monitor ongoing calendar of community events in order to find good opportunities for El Futuro to provide education programs in the community.
  - Initiate contact with community leaders in order to plan event logistics and marketing of events
  - Meet regularly with the program director and others at El Futuro in order to ensure good communication and planning
  - Administer satisfaction surveys to participants
- 4. Coordinate volunteer activities that include outreach and education**
- Ensure proper training, updates and feedback for agency volunteers in business department.
  - Encourage regular communication and meetings with volunteers by program directors.
  - Develop new avenues for gathering recommendations, input and ideas from agency volunteers.
- 5. Maintain contact with relevant agencies and organizations in the community in order to further the work**
- Up to but not exceeding 15% of time spent attending meetings in the community with other agencies
- 6. Regularly consults with the Executive Director and keeps the ED informed about activities**
- 7. Provides necessary reporting and documentation of activities.**
- Submit reports in a timely fashion to the Program Director
  - Maintain Outreach Log

If interested, please submit a cover letter and resume to Luke Smith, MD, Executive Director: (No phone calls). In the cover letter, please clearly state the reason for your interest in this position and your salary requirement.

El Futuro, Inc.

110 W. Main St., Suite 2H

Carrboro, NC 27510

[info@elfuturo-nc.org](mailto:info@elfuturo-nc.org)

fax (919) 338-2729

Candidates must meet above specified qualifications in order to be considered.

**FaithAction Seeks Full-Time Bi-Lingual Person**

FaithAction International House announced an immediate opening for **Director of the Immigrant Assistance Center**. The Director of the Immigrant Assistance Center will be responsible for case management, providing information and referral, developing and presenting trainings for refugees and immigrants regarding housing and employment rights, healthy homes, and other relevant topics.

Minimum requirements include a B.A. degree (prefer a master's degree) and at least two years of professional employment in a human services setting. The successful candidate must be fluent in both written and oral English and Spanish. We expect the IAC Director to be a team player who will work with the full staff of FaithAction International House to help us carry out our mission of forming a united community of many cultures. The successful candidate will need to be very comfortable working with a wide range of personalities, including people from many different races, cultures, nationalities, and faith traditions.

To apply for the position of Director of the Immigrant Assistance Center, please send your resume, at least three letters of reference, and a cover letter explaining your interest in this position, as well as your expectations concerning salary and benefits. **Applicants must be received by February 18th.** The application package should be addressed to Dr. Mark R. Sills, Executive Director, FaithAction International House, 705 North Greene Street, Greensboro, NC 27401.

If you have specific questions about the position you may email Dr. Sills at [msills@faihouse.org](mailto:msills@faihouse.org).

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Special Bilingual Assistant  
Hispanic/Latino Affairs  
NC Office of the Governor  
116 West Jones Street  
Raleigh, NC 27603  
(919) 733-5361  
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[Cary.DelaOsa@ncmail.net](mailto:Cary.DelaOsa@ncmail.net)

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