

**From:** Delaosa, Cary [cary.delaosa@nc.gov]  
**Sent:** Thursday, October 08, 2009 4:02 PM  
**Subject:** [advocacygroup] Job opportunities  
**Attachments:** ATT00259.txt

## National Women's Studies Association

October 5, 2009

**Dear Niasha A.,**

### **Operations Manager (full-time position)**

#### About the National Women's Studies Association

With nearly 2,000 individual and institutional members worldwide, NWSA has been the leading organization dedicated to advancing women's studies scholarship, teaching, and activism for nearly 30 years. NWSA supports the work of women's studies practitioners; conducts and disseminates research on the field; strives to develop multi-racial, multi-ethnic programs, services, and operations; and hosts an annual conference that draws more than 1,300 registrants. To learn more about the organization, visit [our website](#).

#### **Position Description**

The Operations Manager will provide leadership, oversight, and management of all aspects of NWSA's financial record-keeping, personnel relations, office procedures and supports, and meeting logistics. The Operations Manager will collaborate with NWSA's management team and Governing Council members to develop strategic plans to increase the effectiveness of these functions. The position reports to the Deputy Director and is located in the College Park, MD office.

#### Financial Management

- Manage cash flow, oversee general invoicing and billing, monitor expenses
- Create regular financial reports for finance committee and specific projects
- Manage institutional investments, bank accounts, and accounting procedures
- Classify all income for deposit; approve, classify, pay, and prepare checks for all payables; manage petty

**Operations Manager  
Description  
Download**

[Download the Job  
description](#)

cash

- Enter all deposits in QuickBooks or work with book keeper to do so
- Select vendors and review all contracts; oversee work, contracts, and payments for consultant/ contractors (e.g., printers, designers, etc.)
- Manage insurance for office, officers' liability

#### Personnel Policies and Practices (including staff, consultants and volunteers)

- Review and evaluate staff benefits and manage their implementation, including health care, TIAA CREF, disability, unemployment, vacation time
- Orient new employees and interns and ensure they have space, a work station with computer, email account and phone
- Oversee payroll for full time employees and for hourly workers and consultants
- Advertise staff and intern positions, manage application process

#### Office Management

- Manage all equipment: purchases, leases, maintenance contracts, and see that it runs effectively
- Oversee preparation of materials for Board and other meetings
- Oversee general office supplies and materials, including printed materials
- Respond to email and telephone inquiries in a timely fashion, and take responsibility for replying to routine inquiries

#### Management of Meetings and Conferences

- Site selection and contract negotiation
- Oversee logistics: Meeting facilities, room set ups and catering, audio visual, registration, finances for annual conference and other organizational meetings, including board meetings
- Coordinate conference scheduling
- Draft and send electronic notifications for travel

grants, book prizes, and student scholarships

- Coordinate staff and volunteer travel logistics as requested
- Other conference support duties as assigned

#### Clerical

- Enter data for memberships that are mailed to the national office
- Reset member passwords upon request
- Coordinate paper mailings for membership renewals and annual election

#### **Qualifications**

The ideal candidate will have the following background and experience

- Commitment to National Women's Studies Association mission
- Demonstrated commitment to diversity and working with diverse groups
- Excellent analytic, financial, and writing skills
- Proficiency with MS Word, Excel, Access, PowerPoint, QuickBooks and internet applications required
- Ability to manage multiple priorities and complete projects on tight deadlines
- Ability to work independently and as part of a team
- Outstanding organizational skills
- A minimum of 2 years of qualifying experience demonstrating direct responsibility in listed essential duties
- Bachelor's degree or equivalent professional experience required

#### **To Apply**

Visit our [NWSA employment opportunities page](#) to apply. *Only online applications will be accepted.* Applications must include a resume **with salary history** and cover letter highlighting your experience as it relates to the position description and qualifications. A review of applications will begin on **October 31, 2009**.



### **Make a difference in women's health in Ontario.**

We are an agency of the Ministry of Health and Long-Term Care with a mandate to promote health, wellbeing, and equity for women through sex/gender-specific information, approaches, research, education and awareness. At a critical time for our health care system, Echo will improve women's health and well-being by focusing on women's unique health needs and issues, developing and supporting innovative programs, educating health professionals, and motivating behavior change through health information. As the provincial advisor on women's health to the Government of Ontario, we are working to ensure Ontario is at the forefront of improving women's health.

### **Knowledge Translation Specialist, Policy and Research**

As a member of the Knowledge Translation team, you will help to build and deliver the strategies and plans to disseminate research and health information to women in Ontario. This includes providing expert advice in methodologies and tools in the field of knowledge mobilization, researching knowledge mobilization strategies, researching and advising on policy, liaising with agencies, researchers, and other partners, and supporting web-based activities to reach diverse audiences of women in the province. You will be part of the exciting process of developing and finalizing program plans, applying your expertise and abilities to shape policy and the application of research to the health needs of women in Ontario.

You have 5 or more years' policy and research experience preferably in health care delivery, health research, or another easily transferable field, complemented by a Masters or PhD degree in a related field. Your well-honed research and writing skills enable you to clearly identify program goals, translate plans into deliverables, track progress, and manage issues. In addition to being able to manage multiple projects, you are versatile and flexible in your ability to both anticipate and modify your work plans to meet evolving priorities. Fully knowledgeable in computer applications, you are current with the most effective means of knowledge mobilization. Excellent oral and written communication in English is essential, and French language skills are a definite asset.

-----

We are building a diverse, highly energized, professional and committed team, and we offer attractive and competitive compensation.

Interested and qualified candidates are invited to submit a resume and covering letter no later than **October 16th, 2009** to: [echohr@iio.on.ca](mailto:echohr@iio.on.ca)

We sincerely thank all applicants in advance and will contact only those selected for an interview.

## The Collaborative Studies Coordinating Center

The Collaborative Studies Coordinating Center at the University of North Carolina at Chapel Hill has a position opening for a Social Clinical Research Specialist. Fluency in both Spanish and English language communication, both written and oral, is required for the position. The full job description can be viewed on the University website at:

[\\*http://hr.unc.edu/jobseekers/search.htm\\*](http://hr.unc.edu/jobseekers/search.htm)

(position number is 0057270). The closing date is currently set for October 14th.

Job Announcement

### Organization

**Southern Coalition for Social Justice**

Date

October 5, 2009

Position Title

Census Outreach Coordinator

Location

Durham, NC

### Position Description

The Southern Coalition for Social Justice is seeking a temporary, full-time coordinator to develop and bring together the work of non-profit organizations, advocacy groups, communitybased organizations, direct service providers, faith-based organizations and allies to engage in activities that will reach hard to count populations in North Carolina and help ensure that they are counted in the 2010 Census.

About the Southern Coalition for Social Justice

The Southern Coalition for Social Justice is a multidisciplinary human rights and community lawyering organization. SCSJ promotes justice by empowering minority and low-income communities to defend and advance their political, social and economic rights. We use the combined skills of lawyers, social scientists, community organizers and media experts to help underrepresented people develop strategies to achieve their visions for themselves and their communities, incorporating an international human rights perspective and linking their efforts to broader processes of political, legal, social and economic change in the South. For further information, please visit our website at [www.scsj.org](http://www.scsj.org)

Timeline:

The position is open immediately, ideally to start no later than Monday, November 2, 2009 and continue through April 30, 2010.

Principal Responsibilities:

- Coordinate census outreach work among interested stakeholders at the local level in targeted areas of the state, help them create strategies to reduce duplication of efforts, and help them strengthen their outreach.
- In each targeted area, determine which organizations are already working on census issues, identify additional groups that are trusted within the populations at greatest risk of being undercounted, and organize meetings or other opportunities for them to share census information, strategies for reaching at-risk populations, best practices and opportunities to connect census outreach to existing non-profit missions and work.

Become familiar with Census Bureau Community Partnership Specialists and Complete Count Committees for the targeted areas and the targeted populations. Serve as a liaison between non-profits, census bureau and local government entities, to facilitate the most effective outreach possible to hard to count populations.

2

Assess if non-profits are interested in and capable of becoming Local Census partners and/or Survey Assistance sites in 2010. Help them through the process to provide such assistance.

Help non-profit organizations working on census issues to develop strategies for building alliances, partnerships, and coalitions with other organizations to enhance their effectiveness overall and to better achieve their goals generally and with respect to achieving an accurate count in the 2010 Census.

Assist organizations to find financial resources for census outreach work. Support, monitor and document projects funded by SCSJ's mini-grant program in North Carolina to ensure maximum effectiveness and to learn best practices to disseminate to other groups.

Help non-profit and other organizations working on census issues develop effective and targeted outreach materials.

Coordinate and monitor efforts by non-profit organizations and complete count committees to assess the progress and effectiveness of the Census mail out/mail in program to help focus outreach to areas with low response rates.

Serve as a liaison to Census efforts happening in NC, but outside of the targeted areas, including staying abreast of work happening at the state level.

Qualifications:

Minimum of five years experience in coalition building and/or community organizing.

Experience implementing local or state advocacy initiatives with measurable results a plus.

Experience with voter engagement work a plus.

Familiar with and open to different approaches to grassroots organizing and policy work.

Ability to work democratically and effectively with diverse groups and people, diplomatic and patient with coalition building.

Demonstrated attention to detail, thorough and able to follow-through, tenacious.

Able to work independently, take initiative, be creative and self-directed.

Willing and capable to regularly travel throughout the state to meet with community organizations.

Excellent written and oral communication skills.

Strong analytical skills.

Ability to speak Spanish also a plus.

This is a full-time, six month temporary position with salary, pro rata leave time and health care benefits. Salary depends on experience, range: \$40,000 to \$54,000 per annum. (Since this is a six-month temporary position, actual total amount paid in salary for the period of employment will be \$20,000 to \$27,000). Interested applicants should submit a cover letter, resume and a short writing sample, no later

than 5 pm. Friday, October 16th, 2009, by email to: [office@scsj.org](mailto:office@scsj.org).

## **A Learning Community Committed to Discovery, Innovation, Collaboration, and Excellence.**

Cary Academy is an independent, coeducational, college-preparatory day school for students in grades 6-12 located on a beautiful 65-acre campus in the Research Triangle area of North Carolina (Raleigh-Durham-Chapel Hill). Since opening in 1997, Cary Academy has been steadfast in its mission to create a diverse learning community committed to discovery, innovation, collaboration and excellence. Cary Academy believes strongly in educating the whole child and has a particular goal to create a learning environment that will serve as a model for all schools in the use of technology to support student and teacher learning, skill development, and creativity. The school currently enrolls 709 students.

### **Applications are now invited for the faculty position outlined below.**

**Part-Time Upper School Spanish Teacher** We are seeking an accomplished, imaginative, team-oriented and adventurous educator to teach one section of Spanish in our Upper School World Language program. Cary Academy offers an innovative, proficiency-based curriculum in Spanish, French, German and Mandarin Chinese targeting the 5 C's outlined in the National Standards for Foreign Language Learning. Technology also plays a central role in world language instruction at Cary Academy. Individual tablet computers give students many useful hardware and software tools with which to practice their language skills, while wireless internet access opens the door to a wealth of authentic language materials and opportunities for interactions with native speakers. An international exchange program in the tenth grade, which encourages direct and sustained contact with students from other language cultures, is another key element of the upper school world language curriculum.

#### **Responsibilities:**

- Teach 1 section of Novice Spanish

#### **Qualifications:**

- Bachelor's degree in the content area (advanced degree preferred)
- At least 2 years of full-time teaching experience and/or equivalent professional experience
- Commitment to the integration of technology in the classroom, including effective use of tablet PCs in our 1:1 computing environment
- Strong interpersonal and communication skills in working with faculty, students and families

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*

**Salary and Benefits:** An attractive compensation and benefits program for all staff symbolizes the Academy's vision to become one of the nation's most stimulating and effective schools, and reflects the realization that only the most talented and motivated people will allow it to achieve its ambitious goals. We offer fifty percent tuition remission for the children of employees.

**Starting Date:** Immediate upon hire.

**How to Apply:** Interested candidates should submit a cover letter, resume, educational philosophy and three letters of recommendation to [USWorldLangOpening@caryacademy.org](mailto:USWorldLangOpening@caryacademy.org).

Applications may also be mailed to:

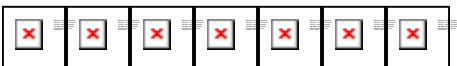
**Cary Academy**

**Attn: Upper School Spanish Position**

**1500 N. Harrison Avenue Cary, NC 27513**

**We received three new job postings. One is with the Department of Health and Human Services.** Go to: <http://www.chathamnc.org/Index.aspx?page=902> and click on *Economy Update*. Scroll down to the job postings.

Cary de la Osa  
Administrative/Communications Support Specialist  
NC Office of the Governor  
Office of Citizens and Faith Outreach & Hispanic/Latino Affairs  
116 West Jones St  
Raleigh, NC 27603  
919-733-5361  
919-733-2120 Fax  
[cary.delaosa@nc.gov](mailto:cary.delaosa@nc.gov)



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.