

## Diego Munoz

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**From:** Delaosa, Cary [cary.delaosa@nc.gov]  
**Sent:** Wednesday, April 22, 2009 3:58 PM  
**To:** undisclosed-recipients:  
**Subject:** [advocacygroup] Job opportunities  
**Attachments:** ATT00007.txt

### **Spread the word: IRS to hire hundreds of revenue agents**

The IRS will continue to accept applications for several months for hundreds of full-time revenue agent positions. Please encourage promising people you know to apply – including your friends and family. Tell them about our great benefits, flexible work schedules and the many career opportunities to explore. Interested applicants should visit USAJOBS' special [IRS job search section](#) to search for IRS openings and submit their applications.

Potential employees can find more information about IRS jobs and working for the agency on the [IRS Careers Web site](#). All applicants must pass a background investigation. Revenue agent jobs require at least 30 hours of college-level accounting coursework.

### **Summer Youth Employment Program**

- 1) Introduction & Instructions Letter from Tina Sinclair, Program Manager
- 2) Summer Youth Employment Program 2009 Flyer - please print and distribute to interested youth in the Centers and partner agencies
- 3) SYEP Pre-application form

Youth can also go to <http://www.JumpInTheJobPool.com> to fill out the pre-application online.

Deadline: May 11, 2009

Employment Dates: June 15 - July 31, 2009

Pay rate: \$7.25 hr.

#### Eligibility Requirements:

- Age 16 - 24
- Live in Wake or Johnston County
- Low Income Individual
- One additional barrier such as homeless, runaway youth, foster care, basic skill deficient, school dropout, pregnant or parenting teen, youth requiring additional assistance (as predefined) and youth offenders.

Approximately 600 youth are needed for this program. We need everyone's assistance in with our recruitment efforts. Please share this information and documents with all customers, partners and staff.

### **Interact BILINGUAL CRISIS COUNSELOR POSITION**

#### **Reports to: Director of Child and Family Services**

This position is part of the Child and Family Services program staff which provides advocacy and crisis intervention with a special emphasis on providing services to Spanish-speaking victims of domestic violence and/or sexual assault. Responsibilities include but are not limited to:

- Respond to crisis calls, emergency shelter placements, in-office counseling (including crisis counseling and domestic violence protective order preparation).
- Provide staffing on crisis lines as scheduled.
- Provide court advocacy and hospital response/advocacy as needed.
- Conduct group screening and intakes.
- Co-facilitate support groups for survivors of domestic violence, sexual assault, and incest.
- Consultation with community professionals.
- Provide case management and coordination of services for Latino clients as necessary.
- Serve as a liaison between Interact, and other community organizations on behalf of the client.
- Staff back-up/on-call shift as scheduled.
- Complete all necessary and required paperwork.
- Provide a written monthly report of activities and services provided to the Program Director.
- Participate in staff meetings, in-services training, volunteer training, and regular supervision with Program Director.

**Minimum Requirements:** Related Non Profit or equivalent experience preferred.



Piedmont Health Services, Inc. is an exciting, non-profit agency committed to providing the highest quality preventative and primary health care services. The following employment opportunities are available as of April 15, 2009:

#### **CORPORATE OFFICE – CARRBORO**

All internal candidates must complete an Internal Transfer and Promotion (ITAP) form

**Position: Chief Operating Officer**

Supervisor: Brian Toomey, CEO  
 Recruiter: Darlene Nicgorski, HR Director  
 Date Open: April 2009

**Position: Help Desk Representative**

Supervisor: Mike Eyster, IT and Facilities Director  
 Recruiter: Tamala Flack, HR Generalist  
 Date Open: February 2009

**Position: Insurance Analyst**

Supervisor: Chiffon Jenkins, Manager of Patient Accounting  
 Recruiter: Tamala Flack, HR Generalist  
 Date Open: March 2009

**Position: Accounting Clerk**

Supervisor: Kim Syska, Finance Manager  
 Recruiter: Tamala Flack, HR Generalist  
 Date Open: March 2009

**Position: Human Resource Representative – Temporary Position**

Supervisor: Tamala Flack, HR Generalist

Recruiter: Tamala Flack, HR Generalist  
Date Open: March 2009

### **CARRBORO COMMUNITY HEALTH CENTER - CARRBORO**

**Position: Nurse Manager**  
Supervisor: Evette Patterson, Director of Nursing  
Recruiter: Tamala Flack, HR Generalist  
Date Open: January 2009

**Position: Pharmacy Technician - Float  
Spanish/English Required**  
Supervisor: TBD  
Recruiter: Tamala Flack, HR Generalist  
Date Open: April 2009

**Position: Dental Assistant II (Part-time)  
Spanish/English Required**  
Supervisor: Lauria Davis, Dental Manager  
Recruiter: Tamala Flack, HR Generalist  
Date Open: April 2009

### **CHARLES DREW COMMUNITY HEALTH CENTER – BURLINGTON** No open positions

### **SILER CITY COMMUNITY HEALTH CENTER – SILER CITY**

**Position: Bi-lingual MSW  
Spanish/English Required**  
Supervisor: Scarlet Cardwell, Director of Social Work  
Recruiter: Tamala Flack, HR Generalist  
Date Open: October 2008

### **MONCURE COMMUNITY HEALTH CENTER – MONCURE**

**Position: WIC Administrative Assistant  
Bi-lingual Spanish/English required**  
Supervisor: Rachel Kroll, Lead Nutritionist  
Recruiter: Tamala Flack, HR Generalist  
Date Open: March 2009

**Position: Seasonal Migrant Outreach Worker (Temporary)  
Bi-lingual Spanish/English required**  
Supervisor: Patricia Morales  
Recruiter: Tamala Flack, HR Generalist  
Date Open: April 2009

**Position: Case Coordinator (Part-time 20 hours)  
Bi-lingual Spanish/English required**  
Supervisor: Heather Miranda  
Recruiter: Tamala Flack, HR Generalist  
Date Open: April 2009

### **PROSPECT HILL COMMUNITY HEALTH CENTER – PROSPECT HILL**

**Position: Patient Care Coordinator  
Spanish/English Preferred**  
Supervisor: Zulay Clark, Center Manager

Recruiter: Tamala Flack, HR Generalist  
Date Open: February 2009

**Position: Migrant Outreach Worker**  
**Spanish/English Required**

Supervisor: Patricia Morales  
Recruiter: Tamala Flack, HR Generalist  
Date Open: April 2009

## **SCOTT CLINIC – BURLINGTON**

**Position: Medical Assistant**  
**Spanish/English Required**

Supervisor: Susan Rascoe, Nurse Manager  
Recruiter: Tamala Flack, HR Generalist  
Date Open: January 2009

**Position: Lead Provider**

Supervisor: Dr. Wroth, Medical Director  
Recruiter: Darlene Nicgorski, HR Director  
Date Open: March 2009

### **\*\*\*PIEDMONT HEALTH SENIORCARE – BURLINGTON\*\*\***

All internal candidates must complete an Internal Transfer and Promotion (ITAP) form

Visit our new website at <http://www.piedmonthealthseniorcare.org/>

Piedmont Health Services, Inc. is an Equal Opportunity Employer. We will not tolerate discrimination based on race, creed, color, gender, sexual orientation, national origin, age or handicap. Human Resources screens all applications received and individuals that meet the criteria are forwarded to the Hiring Managers/Supervisor. The Hiring Manager/Supervisor will contact applicants that they would like to interview. **TO APPLY:** Please forward a cover letter indicating the position you are applying for with your resume to: Mail: Human Resources - PHS, Inc., 299 Lloyd Street, Carrboro, NC 27510; Email: [personnel@piedmonthealth.org](mailto:personnel@piedmonthealth.org); or Fax: 919-537-0469. You may print an application off of our website, [www.piedmonthealth.org](http://www.piedmonthealth.org) (click on Employment Opportunities, scroll down the page and click on Employment Application), or complete an application at the center that has an opening and turn it into the front desk. Employment Opportunities can also be found on our website at: [www.piedmonthealth.org](http://www.piedmonthealth.org). Also, please visit our benefit website for more details on our extensive benefits at: [www.benesytes.com/piedmonthealth](http://www.benesytes.com/piedmonthealth)

## **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:** \$32,500 to \$35,000 including benefits (commensurate with education and work experience) plus incentive bonus.

**Date of Employment:** Immediately

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

**Professional Qualifications and Candidate Profile:**

**Required:**

- Bachelor's degree in an appropriate major or two year degree in related field;
- Bilingual/bicultural Spanish and English, as well as excellent oral and written communication skills in both languages;
- Excellent interpersonal and public relations skills, and excellent organizational skills;
- Self-starter with a dynamic, out-going personality;
- Proficiency with Microsoft Office programs and databases;
- Ability to multi-task; work independently and collaboratively, and meet deadlines;
- Ability to plan, manage, and budget effectively;
- Experience working with diverse populations from varied social and economic backgrounds; and
- Translation experience

**Preferred:**

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

**Responsibilities:** Specific job responsibilities include, among others:

- 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;
- Supervise AmeriCorps members;
- Maintenance of the NCSHP website and database management;
- Light bookkeeping

**Application Procedure:** All applicants must submit: 1) job application, 2) letter of interest, 3) resume, and 4) letters of recommendations.

**Application Submittal Deadline:** April 19, 2009

**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) 467-1874

For additional information or questions, please (919) 467-8424.

NCSHP's website: [www.thencshp.org](http://www.thencshp.org)

## **UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**

### **Assistant Director – Office of Undergraduate Admissions**

The University of North Carolina at Chapel Hill seeks a creative, committed, and clear-minded professional to fill one position at the level of Assistant Director in the Office of Undergraduate Admissions. This admissions officer will counsel students, parents, and counselors about admission to Carolina; collaborate with others to develop and implement innovative methods of recruiting talented students; read a full complement of first year and transfer applications; and perform other administrative duties as assigned. Four to six weeks of travel will be required, as will occasional work beyond the traditional 40-hour week.

Successful candidates will demonstrate strong skills in counseling and analytical thinking, as well as an ability to speak and write clearly and persuasively. As full partners in the University's academic enterprise, successful candidates will also demonstrate a strong commitment to support Carolina's mission and a keen interest in the identification and recruitment of a diverse and exceptionally talented student body. A bachelor's degree is required; a Master's or advanced degree is strongly preferred. Qualifications and experiences should include one to two years experience as a college recruiter or as a guidance counselor.

We offer competitive compensation, a cordial and interesting working environment, and a chance to make a difference in one of the best universities in the country. We also offer Chapel Hill, a place widely known for its literate and friendly atmosphere and its generally high quality of life.

The search will commence immediately and the position will remain open until filled. To apply, please submit a résumé; the names, email addresses, and telephone numbers of three references; and a cover letter that explains in detail why you are interested in the position and how your experiences and achievements have prepared you to excel in it to the UNC Chapel Hill webpage: <https://jobs.unc.edu/1001596>. Questions concerning the position should be forwarded to [UNCsearch@admissions.unc.edu](mailto:UNCsearch@admissions.unc.edu). The University of North Carolina at Chapel Hill is an Equal Opportunity employer. Minorities and women are encouraged to apply.

## **UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**

### **Associate Director for Recruitment—Office of Undergraduate Admissions**

The University of North Carolina at Chapel Hill seeks innovative, energetic, and accomplished candidates for the position of Associate Director for Recruitment. This is a senior leadership position in the office and requires a minimum of six years of progressively responsible experience in admissions, as well as an advanced degree.

The associate director will design, implement, champion, and evaluate a comprehensive recruitment program that furthers both excellence and diversity. The person will also mentor, motivate, and supervise a strong staff responsible for implementing the recruitment programming.

In addition to the experience and education outlined above, the position requires exemplary skills in speaking, writing, planning, and problem-solving. The successful candidate will also have demonstrated success in recruiting a talented and diverse student body and in leading, motivating, and collaborating with other accomplished professionals.

We offer competitive compensation and benefits, a cordial and stimulating working environment, and the opportunity to make a difference in one of the best universities in the country. We also offer Chapel Hill, a place widely known for its friendly, down-to-earth atmosphere and its high quality of life.

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<http://hr.unc.edu/jobseekers/search.htm>. Please forward questions concerning the position to [UNCsearch@admissions.unc.edu](mailto:UNCsearch@admissions.unc.edu). The University of North Carolina at Chapel Hill is an Equal Opportunity employer. Minorities and women are encouraged to apply.

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