

## Diego Munoz

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**From:** Delaosa, Cary [cary.delaosa@nc.gov]  
**Sent:** Friday, May 22, 2009 10:06 AM  
**To:** undisclosed-recipients:  
**Subject:** [advocacygroup] FW: Correction: Job opportunities  
**Attachments:** memoriald.gif; ATT00025.txt

CORRECTION ON JOB POSTING-PLEASE SEE CORRECTED JOB POSTING BELOW THE HIRING COMPANY IS IPAS.

THANKS

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**From:** Delaosa, Cary  
**Sent:** Friday, May 22, 2009 9:18 AM  
**Subject:** Job opportunities for week ending 5/23/09



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## IPAS

Lilly McConnell, SPHR  
 Sr. HR Associate  
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[mcconnell@ipas.org](mailto:mcconnell@ipas.org)

<b>Job Title</b>	Program Assistant- LAC
<b>Date Posted</b>	5/14/2009
<b>Posting Audience</b>	Internal and External
<b>Posting Status</b>	Open
<b>Job Location</b>	US-NC-Chapel Hill
<b>Description</b>	This Assistant position will support the Latin America Region by performing general administrative support for the program. S/he provides

efficient and timely action on administrative matters, the preparation of correspondence and materials, communicates on behalf of the supervisor with internal and external sources and coordinates meeting and conference logistics as necessary.

Responsibilities:

**OFFICE MANAGEMENT:** Responsible for shipping; filing; processing invoices and check requests; and other related office duties.

**TRANSLATION:** Assist with translation of documents or communications as requested by supervisor.

**PROJECT ASSISTANCE:** Responsible for tracking unit deadlines; formatting reports and forms; coordinating conference participation; database entry; and donor documents.

**WRITING:** Responsible for writing letters, reports, meeting minutes, and other documents as assigned.

**TRAVEL COORDINATION:** Responsible for coordinating travel of all unit members.

**BACK-UP TO OTHER STAFF MEMBERS:** Serve as back up to other support staff as assigned.

Requirements:

- Bachelor's degree preferred.
- Demonstrated computer experience
- Good communications and writing skills
- Strong administrative skills
- Ability to work as an effective team player
- Strong verbal and written fluency in English and Spanish required, Portuguese preferred.

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**ICIMS Link**

<http://jobs-ipas.icims.com/jobs/1171/job>

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