

The North Carolina Society of Hispanic Professionals has an opening for a Secretary (Administrative Assistant) in Cary.

JOB ANNOUNCEMENT

North Carolina Society of Hispanic Professionals (NCSHP)
Part-time Position (20 hrs/week): Secretary (Administrative Assistant)

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: Secretary (Administrative Assistant)

Description: The Secretary (Administrative Assistant) will perform a variety of administrative and clerical duties necessary to run the North Carolina Society of Hispanic Professionals efficiently. The Secretary will support the NCSHP's Director of Program (DP) in all aspects of the organization's management. The secretary will assist in NCSHP external communications (e.g., members/volunteers, other organizations, Hispanic students, etc.), schedule meetings and appointments; organize and maintain paper and electronic files; and disseminate information by using the telephone, mail services, Web sites, and e-mail. The administrative assistant may also handle travel and guest arrangements.

Salary Range: \$10,000 to \$12,000 (commensurate with education and work experience).

Date of Employment: September 2009.

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

Professional Qualifications:

Required:

- * High School diploma with exceptional administrative/clerical skills or 1- and 2-year program certificate in office administration from a business/vocational technical school or community college;
- * Excellent English oral and written skills;
- * Experience working with diverse populations from varied social and economic backgrounds;
- * Excellent interpersonal and public relations skills;
- * Proficiency with Microsoft Office programs and databases;
- * Discretion, good judgment, organizational and management ability, initiative, and the ability to work independently

Preferred:

- * Some knowledge of bookkeeping and bookkeeping software (QuickBooks)
- * Some basic knowledge to update website (Dreamweaver)
- * Oral and written Spanish skills a plus.

Specific Job Responsibilities Include:

- * Perform organization, administrative, and clerical activities of the NCSHP's office;
- * Assist the Director of Programs (DP) in the implementation of NCSHP educational programs;
- * Assist the DP in the recruitment of members, volunteers, and mentor-tutors;
- * Maintenance of the NCSHP database management; and
- * Light bookkeeping

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

Application Submittal Deadline: September 21, 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
Fax: (919) 469-1785

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

NCSHP's website: www.thencshp.org