

# GOVERNMENT OF THE DISTRICT OF COLUMBIA



Executive Office of the Mayor  
Office on Latino Affairs

*Adrian M. Fenty*  
Mayor

*Mercedes Lemp*  
Director

## NEWS FROM THE OFFICE ON LATINO AFFAIRS (OLA)

### Job and Community Announcements Anuncios de empleo, Actividades y Reuniones

**July 15<sup>th</sup>, 2010 – July 31<sup>th</sup>, 2010**



**15 de julio de 2010 – 30 de julio de 2010**

THE OLA'S CALENDAR CAN BE VIEWED AT [Office on Latino Affairs](#).

## JOB ANNOUNCEMENTS



**Office of Human Rights**—  
15933—MS-0301-14—**Language Access Program Director** (\$88,545 - \$123,963)—**Opening Date:** May 21, 2010—**Closing Date:** Open until Filled—**First Screening Date:** May 31, 2010—**Tour of Duty:** 8:30AM - 5:00PM—Monday - Friday. Open to the General Public. **Promotion Potential:** None—**Collective Bargaining Unit (Non-Union):** This position is not in a collective bargaining unit.

**Brief Description of Duties:** Serves as the principal advisor to the Deputy Director and Director of the OHR on all matters pertaining to the Language Access Act. Develops and implements policies, procedures and guidelines to ensure consistency and uniform applicability of the requirements of the Act by all covered entities to include District of Columbia government agencies, departments and programs, as well as government contractors and recipients of city funds that furnish information or render services, programs or activities to the public. Performs other related duties as assigned. **Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the

work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. **Substitution of Education:** A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. **Time-in-Grade Restrictions:** Time in grade restrictions must be met by the closing date of this vacancy announcement.

**Submission of Ranking Factors:** The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etcetera that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO

ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

**Ranking Factor #1:** Experience working with immigrant groups and communities. **Ranking Factor #2:** Ability to work independently with diverse groups and provide leadership in negotiating with those groups when collaborating in the development of programs and government agendas. **Ranking Factor #3:** Ability to multi-task in the development, administration and reporting of programs. **Ranking Factor #4:** Experience providing supervision and leadership to diverse staff. **Ranking Factor #5:** Ability to research and implement best practices in the area of equal rights for immigrants and language-specific populations.

**Other Significant Factors:** Proficiency in another language is preferred. Priority Consideration—

**Displaced Employee Priority Placement:** Eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

**Employee Benefits:** Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

**Residency Requirement:** A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney position in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment. **Veterans**

**Preference:** Applicants claiming veterans' preference must submit official proof at the time of application.

**Drug-Free Workplace:** Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of

employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**Where to Apply (Judiciary Square):** D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 4th Street, NW, Washington, D.C. 20001. All inquiries should be directed to HR Answers at (202) 442-9700. **Disposition of Resume:** Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore a [DC 2000](#) job application or online job application is required to be submitted. **Posting Cancellation:** A non-competitive selection of an eligible candidate from the Agency Reemployment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

**Job Offers:** Official Job Offers are made by the Office of Human Resources Only. **EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer. **Equal Opportunity Employer:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation. **Notice of Non-Discrimination:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.



### ■ Alumni Program Coordinator – Maya

**Angelou Public Charter School See Forever** and the Maya Angelou Public Charter School in Washington, D.C. seek an Alumni Program Coordinator to support programs and services for the graduates of our charter high schools. The primary role of this position is to serve as a resource for students as they transition from high school to their post-secondary placements. This position reports to the Director of Post-Secondary Success.

**Role and Responsibilities:** The Coordinator will primarily assist recent graduates with the academic, financial aid, and personal challenges associated with college enrollment and success. Essential duties include but are not limited to the following:

- Conduct regular alumni support advising sessions designed to assist the college integration process;
- Provide support to students interested in or needing to transfer to a different institution and/or in need of referrals to community-based resources;
- Visit designated colleges/universities to connect with campus based support resources (e.g. academic advisors, financial aid officers, counseling services) in support of graduate enrollment and retention;
- Maintain advising notes and contact information and conduct all necessary follow-up meetings; and
- Maintain regular contact with alumni via Facebook™, text messaging, phone calls, in-person meetings, quarterly newsletter etc. and track interactions.

**Qualifications:** Ideal candidates will have a master's degree in higher education administration or college student personnel services. Candidates with a bachelor's degree in social work or a related field will also be considered. Preference will be given to candidates with experience in providing college access and success support in a community, school or university-based setting. In addition, candidates should have:

- Strong administrative, database management, and records maintenance skills to handle confidential material
- Excellent communication, organizational and time-management skills, with attention to detail and accuracy
- Active driver's license and ability/desire to travel
- *Desired computer skills:* Proficiency in Microsoft Office suite applications, internet and social media applications.

In addition, candidates should possess an unyielding belief that with the appropriate supports, coupled with high expectations, all students can significantly improve their academic skills, and can develop pro-social and culturally normative behaviors that will enable them to succeed in high school, college and beyond.

**About See Forever:** See Forever opened in 1997, with the goal of creating a small, nurturing high school for students who had not succeeded in traditional schools. We currently run three campuses under the Maya Angelou Public Charter School name. One high school campus is located in the historic Shaw district at 9th and T Streets, NW, and the second one is at 57th and East Capitol Streets, NE. The third campus, a middle school, is also located at 57<sup>th</sup> and East Capitol Streets, NE. In 2007, See Forever assumed operation of the Maya Angelou Academy (formerly the Oak Hill Academy) in Laurel, MD, and also opened an affiliated Transition Center in Washington, D.C.

Our school approach and design have worked where others have failed. Over 70% of our graduates have gone on to post-secondary programs after graduating from Maya Angelou, even though many had quit or been put out of school before coming to us. Maya Angelou is recognized as a national model, having created the sort of high-quality school often reserved for the most affluent, but in our case designed specifically for the most disadvantaged and often academically in-need students.

**Salary and Benefits:** The annual salary range for this position is \$35,000-\$42,000, depending on experience. In addition, See Forever offers a robust benefits plan, including health care coverage, a 403(b) savings plan, and a computer purchase assistance plan. We offer a friendly and committed team of colleagues, as well as the possibility to participate in and build opportunities for innovation in the field of post-secondary access and success.

**To Apply:** If you are interested in applying for this position, please send your résumé, a cover letter, and contact information for three references by e-mail to [staffjobs@seeforever.org](mailto:staffjobs@seeforever.org). The subject line of the e-mail should indicate: MAPCS Alumni Program Coordinator. Résumés, cover letters and references should be in MS Word, and sent by e-mail attachment. **The application deadline is July 23, 2010.**

Candidates from diverse backgrounds are strongly encouraged to apply. More information about See Forever is available at: [www.seeforever.org](http://www.seeforever.org).



■ **Copy Editor OPEN:** July 7, 2010

Full-time LOCATION: Washington,

DC CLOSED: When filled CONTACT: Julie Perez,

Human Resources SALARY: \$41,600 (commensurate with experience)

**BACKGROUND:** The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization in the United States—works to improve opportunities for Hispanic Americans. Through its network of nearly 300 affiliated community-based organizations (CBOs), NCLR reaches millions of Hispanics each year in 41 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR conducts applied research, policy analysis, and advocacy, providing a Latino perspective in five key areas—assets/investments, civil rights/immigration, education, employment and economic status, and health. In addition, it provides capacity-building assistance to its Affiliates who work at the state and local level to advance opportunities for individuals and families.

One of NCLR's components—the Strategic Communications Group (SCG)—seeks to enhance the visibility of the organization through events and activities that “tell NCLR's story.” To achieve this mission, each year SCG coordinates the NCLR Annual Conference, NCLR Capital Awards, and NCLR ALMA Awards®, in addition to numerous other events. SCG's in-house expertise and relationships with key partners in the areas of logistics and planning, marketing and promotions, and fundraising have allowed it to successfully promote NCLR's image as well as generate unrestricted revenue for the organization. SCG in-house expertise also includes the Graphics and Publications department and the Quality Control department.

**OVERVIEW:** The Quality Control department is seeking a Copy Editor to complement its editing team in NCLR's Washington, DC headquarters, and this position reports to the Director of Quality Control. NCLR's credibility with funders, policymakers, the media, mainstream organizations, the general public, and our national network of Affiliates depends to a considerable extent on the quality of the written materials the organization produces. The purpose of the Quality Control department is to ensure that NCLR's messages are presented clearly and professionally in a way that reflects the organization's principles, standards, and

style—in other words, materials are factually accurate, grammatically correct, clearly written, and attractively presented. The Quality Control process also provides an opportunity for staff to improve their skills in writing and presentation.

NCLR offers a collaborative, team-based environment that fosters a culture of ideas and debate organization-wide. The Copy Editor collaborates with staff writers whose reading audiences are broad and varied—including staff focused on marketing, local and national policy, programs targeted to community-based organizations, and communications to internal governance and leadership. This position requires editing skills that can be applied to a range of documents, from technical policy reports to marketing materials targeting a broader public audience. The Quality Control team also collaborates closely with the Graphics and Publications department in producing policy analyses, newsletters, marketing pieces, and published research reports on a number of issues. In sum, the Quality Control team plays a role in shaping institutional messaging and defending the NCLR brand.

#### RESPONSIBILITIES:

- Quickly gaining a thorough knowledge of NCLR's writing standards and styles and communicating those standards to staff through the editing process
- Editing English-language documents that are disseminated locally and nationally, including correspondence, press materials, proposals and reports to funders, brochures, training materials, reports to the Board of Directors and Corporate Board of Advisors, material for NCLR's website, and major published reports on subjects ranging from health care reform and economic status to civil rights and immigration
- Working closely with the Director of Quality Control, the editing staff, and the Graphics and Publications unit to ensure consistency in writing, presentation standards, and branding
- Working one-on-one with co-workers who have extensive experience and expertise in marketing, media, fundraising, research, advocacy, and communications
- Ensuring proper and timely return of edited materials to staff, including those in the Washington, DC headquarters and regional offices in Chicago, Los Angeles, New York, Phoenix, and San Antonio; requires one-on-one collaboration in person and through email, so effective verbal and written communication skills are a must
- Providing guidance to staff on grammar, punctuation, NCLR writing style, and other areas;

requires giving training or informational presentations in a number of settings which may include one-on-one sessions, small groups, conference calls, and all-staff meetings

- Keeping well-informed of the institution's activities and initiatives to ensure consistent information from project to project in the editing process
- Applying fact-finding skills to ensure error-free presentation of information
- Developing training materials that are designed to support and encourage consistent improvement in staff writing (mini lessons and resources on grammar rules, language creativity, sentence variation, etc.)
- Developing and applying creative solutions for addressing or overcoming weaknesses in staff writing while supporting and enhancing strengths

#### **QUALIFICATIONS:** The Copy Editor must possess:

- A collaborative communication style for working effectively with staff who have varying levels of written English ability
- A professional office manner and the ability to establish productive working relationships with many colleagues from a variety of backgrounds who are experts in their fields
- Public speaking skills for effectively communicating in a number of settings (described above under "Responsibilities")
- Well-developed formal and informal writing abilities which can be applied to editing products that target a variety of audiences, from policymakers to the general public (some writing may be required outside of the editing process)
- A thorough knowledge of the mechanical aspects of English grammar and punctuation
- The ability to exercise good editorial judgment and to maintain confidentiality of information
- A keen eye for the smallest details
- Self-starter attitude
- The ability to manage multiple projects, meet same-day and long-term deadlines, and function effectively under pressure, coupled with the ability to work in a team environment, knowing when to seek assistance and direction from others
- Highly competent skills in Microsoft Office Suite: Word, Excel, and PowerPoint; Internet use required
- Flexibility regarding schedule, working hours, and assignments, including ability to work evenings and weekends when necessary
- The ability to travel on occasion

- Considerable knowledge of the *Chicago Manual of Style*, NCLR's preferred source for citing sources and other points of style

#### **MAIL, FAX, OR EMAIL COVER LETTER, RÉSUMÉ, AND WRITING SAMPLE TO:**

National Council of La Raza  
 Raul Yzaguirre Building  
 1126 16th Street, NW  
 Washington, DC 20036  
 Attn: Julie Perez, Human Resources Manager  
 Fax: (202) 776-1775  
[jperez@nclr.org](mailto:jperez@nclr.org)

No phone calls, please. Applicants who do not submit a writing sample will not be considered.



#### ■ **Program Manager,**

**Education:** Bachelor (BA, BS, etcetera) **Location:** Washington, District of Columbia, 20005, United States  
**Posted by:** [Turning the Page](http://www.turningthepage.org) **Last day to apply:** July 31, 2010 Full time Area of Focus: Children and Youth, Education and Academia.

**Description:** Turning the Page (TTP) ([www.turningthepage.org](http://www.turningthepage.org)), a dynamic non-profit corporation that links D.C public schools, families and our community, is seeking a program manager. The Program Manager shall report to the TTP president and shall share management responsibilities for TTP AmeriCorps\*VISTA volunteers with other managers. The Program Manager shall be responsible for the below described portfolio.

**Community Nights** – Turning the Page's Community Nights program provides parents with skills and resources to become more effective educators of and advocates for their children. We hold Community Nights at each of our seven partner schools, combining parent workshops, child mentoring, resource connections, a family dinner and book giveaways. Program manager shall lead implementation efforts in TTP partner schools in the following ways: 1) Lead and monitor parent recruitment and retention efforts at Turning the Page partner schools; 2) Ensure successful creation of and implementation of lessons that Turning the Page delivers to students during Community Nights; 3) Oversee recruitment, training and management of the DC Reads/Federal-Work Study students and volunteers who deliver lessons to students during Community Nights; 4) Select and purchase books distributed to students

during Community Nights; 5) Ensure Community Nights dinners are successfully purchased and prepared; 6) Ensure Community Night events are successfully held and staffed, through in-office coordination and regular attendance at events; and 7) Work together with TTP program manager for curriculum and assessment to ensure that TTP successfully evaluates and assesses its programs.

**School Partnerships** – Program manager will help TTP manage the partnerships Turning the Page maintains with DC Public Schools in the following ways:

1) Communicate regularly with each of our school principals, providing updates on successes and challenges in ensuring continued staff buy-in to our partnerships; 2) Schedule and lead periodic meetings with school principals; 3) Facilitate monthly Leadership Group professional learning communities (consisting of teachers and parents) at two to three of TTP partner schools.

**Management** - Program manager will help ensure that TTP successfully manages its AmeriCorps\*VISTA program in the following ways:

1) Lead, with other managers, regular VISTA check-ins with first year VISTA members, organize professional development, conduct performance reviews and maintain administrative files; and 2) Organize and conduct successful recruitment efforts of AmeriCorps\*VISTA members; 3) Turning the Page also provides support to two additional AmeriCorps\*VISTA programs in D.C. Program Manager will provide advice and support to these organizations.

**Additional Qualifications:** At least three to five years, full-time related experience; Ability to strategically plan; Ability to manage and supervise programs and staff (experience doing so is a plus); Extremely well organized; Demonstrated team player; Knowledge of the public education system and the role of the community and public in improving public schools; Teaching experience is a plus.

**Position Start:** Immediate

**How to Apply:** Please submit resume and cover letter to Turning the Page president Jason King at [jking@turningthepage.org](mailto:jking@turningthepage.org) or send it to 1010 Vermont Avenue, NW, Suite 915, Washington, DC 20005.



■ **Administrative Manager**

OPEN: May 26, 2010 LOCATION: Washington, DC

CLOSING: Until filled CONTACT: Darcy Eischens  
SALARY: Commensurate with Experience

**BACKGROUND:** The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization in the United States—works to improve opportunities for Hispanic Americans. Through its network of nearly 300 affiliated community-based organizations (CBOs), NCLR reaches millions of Hispanics each year in 41 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR conducts applied research, policy analysis, and advocacy, providing a Latino perspective in five key areas—assets/investments, civil rights/immigration, education, employment and economic status, and health. In addition, it provides capacity-building assistance to its Affiliates who work at the state and local level to advance opportunities for individuals and families. Founded in 1968, NCLR is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC. NCLR serves all Hispanic subgroups in all regions of the country and has operations in Atlanta, Chicago, Los Angeles, New York, Phoenix, Sacramento, San Antonio, and San Juan, Puerto Rico. For more information, please visit [www.nclr.org](http://www.nclr.org).

**JOB DESCRIPTION:** NCLR is seeking an Administrative Manager in its Washington, DC office. This position will reside in the Office of Research, Advocacy, and Legislation (ORAL) and provide administrative and grants management support to the component. NCLR’s highly respected Office of Research, Advocacy, and Legislation (ORAL) is one of the most influential, visible, and leading national advocacy voices championing public policy on behalf of Latinos. In order to achieve its mission, ORAL is composed of several critical departments: the Policy Analysis Center, the Research Department, the Legislative Affairs Department, and two community- and field-focused departments: National Campaigns and field advocacy Capacity-Building.

The Administrative Manager will provide support for a staff of 35 policy and advocacy professionals working on a wide variety of issue areas and projects. In addition, this position will provide grant writing/reporting support to the Director of Administration. Job responsibilities will include a wide variety of knowledge and skill. *Most work will fall into the category of “other duties as assigned.” The perfect candidate for this position will be a generalist with a high level of proficiency, the facility to learn quickly, and a strong ability to multitask.*

NCLR offers a collaborative, team-based environment that fosters a culture of ideas and debate. We approach our work from multiple perspectives and methods, understanding both the specific issues and the larger

interrelated systems. The ORAL Administrative Department works closely with other members of the policy team and colleagues with extensive expertise in communications, editing/production, media, fundraising, special events, and marketing.

#### RESPONSIBILITIES:

- Participates in development and implementation of component and department goals, objectives, policies, and priorities related to administrative activities.
- Recommends and implements improvements in workflow, procedures, and process related to component or administrative support functions.
- Performs a variety of complex supervisory, administrative, and budgetary duties.
- Assists in resolving work problems; conveys administrative policies and technical procedures.
- Participates with management to determine needs/requirements for department, component, and organization related to data processing and office automation.
- Maintains efficient and effective operations of the component through the management of an Administrative Assistant, Administrative Coordinator, and any additional general clerical or temporary support staff/consultants.
- Supervises and evaluates work of assigned personnel
- With the support of the Director, assesses, plans, and coordinates appropriate training for component staff
- Assists the Director with component-wide staffing and human resources issues and conducts ORAL new staff orientation. Collaborates with HR/Admin
- Assists staff with the creation, initial editing, and production of online newsletters, website materials, action alerts, etc.
- Prepares or assists in the preparation of comprehensive reports.
- Plans, coordinates, and prepares special projects as assigned, delegating portions as necessary; responsible for a wide variety of written presentations, both internal and external.
- Researches grant programs and potential areas for expanding current fundraising strategies.
- Assists the Director with the grant application process and completion of any funder required reports or deliverables.
- Assists the Director of Administration the preparation, review, reconciliation of multiple budgets and reporting internally and externally (to funders) and collaborates with the Finance office.
- Other duties as assigned.

#### QUALIFICATIONS:

*The perfect candidate for this position will be a generalist with a high level of proficiency, the facility to learn quickly, and a strong ability to multitask.* Other qualifications include:

- Bachelor's degree (master's preferred) in Business or Public Administration, or closely related field, with 5+ years of experience
- Excellent communication skills (written and verbal)
- Highly-developed writing skills, with the ability to synthesize information from different sources quickly and efficiently in response to urgent requests
- Highly-developed problem-solving skills
- Knowledge of budgets, the budget process, and audit procedures
- Experience performing responsible and difficult administrative assignments involving the use of independent judgment and personal initiative, such as:
  - ✓ Effectively monitoring, supervising, and evaluating assigned personnel
  - ✓ Establishing and maintaining productive working relationships
  - ✓ Interpretation and application of administrative and human resources policies and procedures
- Strong ability to set and meet deadlines, work with minimal supervision, manage multiple projects and duties simultaneously, and prioritize assignments
- Clear understanding of what "other duties as assigned or required" means.
- Ability to travel
- Bilingual (English/Spanish) ability preferred

**Please note:** Only those applicants who submit a cover letter and writing sample along with a résumé will be considered for this opportunity.

#### **SEND COVER LETTER, RÉSUMÉ, AND WRITING SAMPLE TO:**

National Council of La Raza  
 Attn: Darcy Eischens  
 1126 16th Street, NW  
 Washington, DC 20036  
 Email: [oral-admin@nclr.org](mailto:oral-admin@nclr.org)  
*No phone calls please!*



■ **Administrative  
Assistant/Receptionist, HR—**

**BACKGROUND:** The National Council of La Raza (NCLR) – the largest national Hispanic civil rights and advocacy organization in the United States – works to improve opportunities for Hispanic Americans. Through its network of nearly 300 affiliated community-based organizations (CBOs), NCLR reaches millions of Hispanics each year in 41 states, Puerto Rico, and the District of Columbia.

**POSITION SUMMARY:** Specific criteria outlined below. In addition, ideal candidate will have strong sense of responsibility, the ability to work independently, and as part of a team, and have a positive attitude. Must be highly competent word processing skills (Microsoft Office: Word, Excel, and Powerpoint) and Familiarity with the Internet. Bilingual (English/Spanish) fluency preferred. This position reports to the Human Resources Manager; however specific work assignments will be supervised by HR team members. Experience reporting and comfort in reporting to more than one supervisor is necessary.

- Bachelor's degree in human resources, business, or related work experience in the nonprofit field
- Ability to meet deadlines, work on multiple projects and prioritize assignment
- Excellent communication skills
- Reliable job attendance essential
- Ability to function effectively and maintain professionalism
- Flexibility; ability and willingness to work occasional overtime
- Two or more years of related HR/business or nonprofit experience
- Excellent organizational and time management
- Demonstrated ability to exercise independent judgment and initiative, to prioritize and accurately complete multiple tasks, and changing priorities required.
- Some meeting/event planning experience as well as some basic accounting.
- Able to maintain confidentiality of information.
- Familiarity with and commitment to the Latino community and Hispanic nonprofit organizations.

**Job Responsibilities: Administrative**

- Compile and route department resumes to appropriate HR staff. Provide support as needed.

- Provide timely clerical support to the department, including: filing, photocopying Recordkeeping, faxing, mailing, and arranging messenger services
- Coordinating general office and supplies
- Maintain Resume and HRmail email folders for various NCLR job openings
- Respond with rejection letters and follow up correspondence to internal and external candidates
- Assist with setting up e-mail accounts by submitting Track-it requests to IT
- Provide clerical support as needed
- Manage DC parking invoices (Central Parking and Interpark)
- Maintain Education Stipend Log and Staff Development RFP's
- Assist with Datawatch Security Building Access
- Manage DC parking invoices (Central Parking and Interpark)
- Receptionist relief
- Anticipate needs, handle problems, and troubleshoot

**Communication Skills**

- Assist with advertising for NCLR vacancies
- Schedule prospective candidates for interviews with hiring manager. Perform candidate reference checks

**Organizational Skills**

- Provide logistical support and coordination of HR/Organizational Events
- Serve as administrative liaison for HR and subsidiaries
- Organize and maintain HR information of NCLR new hires and subsidiaries
- Provide support for activating/processing Datawatch Security Building Access Cards
- Prepare Impact Office supplies billing and processing of weekly orders

**MAIL, FAX, OR EMAIL COVER LETTER, RÉSUMÉ,  
AND WRITING SAMPLE TO:**

National Council of La Raza  
Raul Yzaguirre Building  
1126 16th Street, NW  
Washington, DC 20036

Attn: Julie Perez, Human Resources Manager

Fax: (202) 776-1775

[jperez@nclr.org](mailto:jperez@nclr.org)

## COMMUNITY ANNOUNCEMENTS



Executive Office of the Mayor  
Office on Latino Affairs

■ The Office on Latino Affairs in collaboration with Mattias Kraemer invites you to come see our street theater on Language Access—***DC Understands, Language is a Right!*** Have you received services in your language? Come to a Street Theater on language access and learn about your rights when requesting services or information from DC Government.—From July 19<sup>th</sup> to July 23, 5:00PM – 6:00PM—Look for us in the area of Columbia Heights near the corner of 14<sup>th</sup> and Park. FREE! For more information call the Office on Latino Affairs at (202) 671-2825.

§§§§

La Oficina del Alcalde para Asuntos Latinos en colaboración con Mattias Kraemer lo invita al teatro callejero sobre la Ley de Acceso en su Idioma—***DC lo entiende, ¡El idioma es un derecho!*** ¿Ha recibido servicios en su idioma? ¿Venga al Teatro Callejero para informarse sobre sus derechos dentro del gobierno de DC! ¿Gratis! Del 19 de julio al 23 de julio de las 5:00p.m – 6:00p.m. —Busquenos en el área de *Columbia Heights* cerca de la esquina de la 14 y Park. Para obtener información adicional, llame a la Oficina para Asuntos Latinos al (202) 671-2825.



■ **DC Public Library** updates the public on programs offered to the limited and non-English speaking communities in the District.

**When:** Wednesday, July 21<sup>st</sup> at 6:00PM.

**Where:** Benning Neighborhood Library,  
3935 Benning Rd. N.E.  
Washington DC.

In keeping with the **DC Language Access Act of 2004**, the Library will update the public on the programs and services offered to the Spanish, Amharic, Chinese, Korean, French and Vietnamese speaking communities

as outlined in the Language Access Plan for Fiscal Year 2010.

Board of Library Trustees meetings are open to the public and are generally held on the fourth Wednesday of every other month at Library locations throughout the system. The Library encourages everyone to participate in Board meetings. Language interpretation services can be obtained by contacting the Chief Librarian's office, by phone: (202) 727-1101, Monday-Friday 9:30AM – 5PM.

Please request accommodation as early as possible, but at least seven days in advance of the meeting, so that proper arrangements may be made. If you find that you cannot attend, please promptly cancel the request.



■ **The Catholic University** of America's Metropolitan School of Professional Studies and Catholic Charities have crafted a special partnership aimed at creating more robust educational opportunities for those serving the community.

Students who are admitted to the HSA certificate program or the A-S.-HS may now pursue coursework through traditional classroom-based delivery as well as earn up to (6) social science elective credits through prior learning assessment (PLA) of the PCEP coursework.

Students who complete the Catholic Charities PCEP program can transfer the credits to the Catholic University's MSPS for six semester credit hours. PCEP students will also receive a tuition discount from the Catholic University's MSPS.

For additional information, and/or if you are interested in applying to the MSPS, please contact MSPS's Director of Admissions Susan Scully at [scullys@cua.edu](mailto:scullys@cua.edu); 202.319.5256, or visit the MSPS Admissions and Financial Aid page at the following web address: <http://metro.cua.edu/admissions>.

Don't forget to follow us on .