

**JOB ANNOUNCEMENT**  
**North Carolina Society of Hispanic Professionals (NCSHP)**  
**Full-time Position: Director**

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. NCSHP's office is located in Cary, NC.

**Position Title:** Director

**Description:** The NCSHP Director will hold a leadership position and will represent the NCSHP as needed. The Director will manage all aspects of the organization and efforts of the NCSHP to promote education among the Hispanic youth of North Carolina. NCSHP Director reports directly to the NCSHP President.

**Date of Employment:** May 2018

**Office Hours:** 40 hours/week, Flexible Schedule Mon – Fri. Some evenings and weekends may be required.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree;
- At least one year experience in non-profit management and community outreach;
- 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;
- Knowledge of fundraising;
- Grant writing experience;
- Experience working with diverse populations from varied social and economic backgrounds; and
- Be able to lift, carry, push, pull or otherwise move objects.

**PREFERRED QUALIFICATIONS**

- Some knowledge of bookkeeping; and
- Translation experience

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordination and management of the NCSHP's Office;
- Outreach activities to assess the educational needs of the Hispanic community and to meet those needs;
- Plan, implement, manage, and evaluate NCSHP educational programs and projects;
- Have a 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;
- Recruitment, training, and supervision of NCSHP volunteers and ambassadors;
- Assist the NCSHP President and Board of Directors with administrative duties;
- Maintain communication and an open working relationship with NCSHP Board of Directors;
- Recruitment of NCSHP members, and creation of professional chapters;
- Maintenance of the NCSHP website and database management system; and
- Light bookkeeping.

**Salary Range:** \$38,000 – \$45,000 (commensurate with education and work experience) plus benefits.

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

**Application Submittal Deadline:** May 18, 2018

**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 call (919) 467-8424  
NCSHP's website: [www.thencshp.org](http://www.thencshp.org)