

**Latino Outreach Coordinator  
July 2008**

Established statewide non-profit seeks bilingual (English/Spanish) candidates for Latino Outreach Coordinator position to expand the statewide reach of existing education and outreach efforts. Full-time position in N.C. Reports to Latino Communications Manager.

**Responsibilities:**

- Identify new and update contacts in Hispanic/Latino communities in N.C.
- Write English and Spanish articles for print or electronic newsletters
- Help in the development or revision of educational materials and messages
- Coordinate and conduct community and professional focus groups
- Exhibit at statewide and regional Latino events
- Assist with agency's Latino Advisory Group
- Assist the Latino Communications Manager on other projects

**Qualifications:**

- BA degree in communications, marketing, adult education, public health or related field
- Minimum of 3 years related work experience
- Fully bilingual with excellent written and verbal communication skills in both English and Spanish
- Native Spanish speaker preferred
- Knowledge of Latino community issues in N.C. preferred
- Knowledge of health issues a plus
- Experienced and comfortable with public speaking
- Experience with MS Office (Word, Excel, PowerPoint, Access)
- Able to travel within N.C.
- Ability to work independently and as part of a team

**Compensation:** \$37,000 – \$40,000 plus full benefits

**Send resume by August 15, 2008 to: [jobs@ncealthystart.org](mailto:jobs@ncealthystart.org)  
(Write **LATINO OUTREACH COORDINATOR** in the subject line) or:**

**Job Search – Latino Outreach Coordinator**  
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