

7/26/2010

JOB OPPORTUNITIES – Sorted by Organization Name

JOB TITLE	DESCRIPTION	AGENCY	PHONE/FAX	EMAIL/ADDRESS OR MAILING ADDRESS	NOTES
Computer Trainer P/T Posted 7/26/10	Provide training in clients in Microsoft Office Suite and operating system functions; internet and job lead generation. Test and evaluate trainees for successful program completion and readiness for job placement. Assist participants with computer and printer use software operations (Word, Excel, Powerpoint, internet, etc.) Minimum qualifications – experience in computer training.	Suffolk County Coalition Against Domestic Violence, Inc.	Fax: 631-233-3680	p.theodorellis@sccadv.org	Email or Fax Resume Competitive salaries and benefits Equal Opportunity Employer
Fundraising Coordinator P/T Posted 7/26/10	Plan and coordinate fundraising events and other like activities, work with board committee and local groups; develop mailing solicitations, etc. 21 hours per week (3 working days). Flexible schedule required. Start date in September. Minimum qualifications – bachelor’s degree in related field, marketing experience a plus.	Suffolk County Coalition Against Domestic Violence, Inc.	Fax: 631-233-3680	j.sanders@sccadv.org	Email or Fax Resume Competitive salaries and benefits Equal Opportunity Employer
Precinct Advocate F/T Posted 7/26/10	Advocate works out of a SCPD Precinct; days, evenings and weekend hours. Advocates counsel victims of domestic violence on the court process and availability of services and provide written material and outreach. Provide court accompaniment to Family, District and Supreme Courts to assist in obtaining orders of protection. Minimum qualifications – bachelor’s degree in related field, domestic violence and/or paralegal experience a plus.	Suffolk County Coalition Against Domestic Violence, Inc.	Fax: 631-233-3680	w.linsalata@sccadv.org	Email or Fax Resume Competitive salaries and benefits Equal Opportunity Employer

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