

**Job Announcement:
On-Call System Communications Assistant
Amigos de la Américas**

Full-time temporary position

Headquarters: Houston, Texas
Salary: \$8 hour, depending on relevant experience
Deadline: Open until filled. Ideally, individual will be selected by April 2008
Time Period: Late-May through mid-August (start and end dates are flexible)

Amigos de la Americas (AMIGOS) is an international, volunteer-based, not-for-profit organization that builds partnerships to empower young leaders, advance community development, and strengthen multicultural understanding in the Americas. During the 2007 summer, approximately 760 high school and college-age students (volunteers and project staff) will volunteer in 8 Latin American countries, providing health, community development, home improvement, and educational services in predominantly rural areas.

Minimum Qualifications:

- High school diploma, or GED
- One year of college
- Strong computer/word processing proficiency
- Excellent verbal and written communications skills

Preferred Qualifications:

- Spanish proficiency
- International travel and/or cultural exchange experience, preferably in Latin America through a volunteer-oriented organization.
- Leadership role in training and/or volunteer recruitment
- Telephone counseling and crisis management skills
- Strong interpersonal and problem-solving skills
- Ability to handle multiple tasks and deadlines simultaneously

Major Duties and Responsibilities:

- Assists the On-Call System Communications Specialist in the documentation, data entry, and follow-up of all volunteer-related information generated during the summer program. This includes, but is not limited to: medical and travel-related information, as well as communications with projects, IO staff, parents and chapter personnel.
- Serves as information resource and support staff-person to Summer On-Call Team members.

Job Responsibilities:

- Reports to Director of Volunteer Administration
- Works directly under On-Call System Communications Specialist

To Apply:

Mail, FAX or email cover letter and resume to:
Mario Molina, CFO/Director of Administration
Amigos de la Americas
5618 Star Lane
Houston, Texas 77057
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AMIGOS is an Equal Opportunity Employer.