

Job Title	Program Manager
Employer/ Agency	ChildBuilders
Job Description	<p>Program Manager is responsible for development, implementation, training, presentations, and evaluation of ChildBuilders' programs.</p> <p>Responsibilities: Collaborate with the team to design and develop curriculum content, and training materials. Recruit, plan, and conduct trainings and presentations. Motivate and assist trainees. Provide quality control for programs through observations and follow-up. Assist in the evaluation procedures. Provide consistent, updated, and accurate program reports for grant requirements. Assist in fostering new partnerships</p>
Qualifications	<p>Bachelor degree in related field required: Education, Public Health, Social Services. Minimum of two years experience preferred. Bilingual English/Spanish preferred. Excellent verbal and written communication skills. Experience in training professionals and presenting to various group sizes and ages. Ability to contribute to short and long term strategic planning . Proficiency with Microsoft Office applications, especially Word, Excel, Outlook, and PowerPoint. Ability to work effectively with staff, volunteers, and external contacts to build and maintain successful programs. Ability to pay close attention to detail and follow-through. Exercises independent judgment, diplomacy, and respects confidentiality in performing tasks. Strong initiative with the ability to work independently. Basic knowledge of child and adolescent development. Ability to prioritize, manage multiple tasks, and remain flexible. Experience in public speaking and presentation. Ability to work some evenings and weekends as needed. Experience working with community-based programs and diverse communities desirable. Experience working with school systems a plus</p>
Salary/Hours	8am-5pm
Employer/Agency	ChildBuilders
Address	2425 Fountain View Drive, Suite 210
City, State, Zip	Houston, TX, 77057
Contact Person	Amanda Siroosian, MPH
Contact Title	Program Director
Telephone Number	713.481.6555
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Application Method	Email
Opening Date	March 18, 2014

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.