

Job Title	ESG Program Consultant
Employer/ Agency	Alliance of Community Assistance Ministries, Inc. (ACAM)
Job Description	ACAM hereby solicits applications from social workers, consultants or consulting firms offering to provide program consulting services as specified in RFQ No. ESG-002 .
Qualifications	Bachelor's Degree in social work or related field. Experience with human services case management as well as homeless prevention, rapid rehousing and/or shelter services. Five years progressive experience working with clients who are homeless or at risk of homelessness. Familiarity with the management of government funded housing and/or related programs. Experience writing step-by-step instructions, program guidelines, policies and procedures. Familiarity with nonprofit programs is a plus. Ability to create forms with verbal instruction and limited sample information. Ability to create program reporting templates that are "user friendly," "tamper resistant" and as streamlined as possible. Ability to take minutes, disseminate information. Experience coordinating meetings and schedules to maximize attendance and effectiveness of meetings. Mastery of Microsoft Office including but not limited to Word, Excel, and PowerPoint.
Salary/Hours	Please respond to Request for Quote
Employer/Agency	Alliance of Community Assistance Ministries, Inc. (ACAM)
Address	770 S. Post Oak Ln., Suite 525
City, State, Zip	Houston, TX 77056
Contact Person	Jessica Byerly
Contact Title	Director of Operations and Evaluation
Telephone Number	713-341-5337
Fax Number	713-629-7702
Email Address	Jessica@acamweb.org
Application Method	<p>Interested parties may obtain the Request for Quote by visiting http://www.acamweb.org/News.html or by contacting:</p> <p style="text-align: center;">Jessica Byerly, MPA 770 S. Post Oak Ln., Suite 525 Houston, TX 77056 PHONE 713-341-5337 FAX 713-629-7702</p> <p>The quotes must reach the ACAM office at the above address no later than 12:00 P.M. (CST) on Friday, September 20, 2013. Quotes received after the deadline will be rejected.</p>
Opening Date	Tuesday, September 03, 2013

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 mawjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.