

Date Posted: 03/21/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Community Development Coordinator

Employer/Agency: Daya, Inc.

Job Description: Daya promotes healthy family relationships in the South Asian community by providing services to women and children affected by family violence and sexual assault and promoting community awareness through seminars and events on topics relevant to the welfare of South Asian families.

Core Job Description: Outreach on behalf of South Asian survivors of family violence and sexual assault by initiating and developing appropriate strategies and programs.

Job Duties: Develop and conduct community outreach and education programs. Represent and promote Daya's services through presentations within and outside the community. Maintain and utilize a volunteer base and coordinate training for volunteers. Develop and send out letters, e-newsletters and publicity and educational materials, provide monthly reports to Board of Directors and keep website updated. Serve as a speaker/trainer for Daya's own and other community/agency events and participate in appropriate webinars/seminars. Build and maintain personal contact with other organizations and agencies that support Daya's services. Attend Daya staff meetings and other meetings as and when necessary. Perform required administrative duties and work cooperatively with other staff and board members to ensure optimal utilization of time and resources.

Qualifications: Minimum Bachelors degree required.

Commitment to Daya's philosophy to end violence against women. Excellent writing and communication skills. Proficiency in at least one major South Asian language preferred. Proficiency in computer applications and programs, such as Microsoft Excel, Word, Publisher, and utilization of the internet in performing job duties. Ability to work flexible hours, including some evenings and weekends. Well-organized, ability to multi-task, highly motivated, creative, detail-oriented. Experience working in a non-profit environment preferred.

Salary/Hours: Low to mid \$30K per year, commensurate with experience.
Full-time

Employer/Agency: Daya, Inc.
Address: P.O. Box 571774
City, State, Zip: Houston, TX 77257

Contact Person: Amber Riaz
Contact Title: Community Development Coordinator

Application Method: Please send resume and cover letter to Padmini Nathan at prn198@aol.com

Opening Date: Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***