

Date Posted: 06/29/2011

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

**JOB OPPORTUNITY POSTING**

**Job Title:** Program Manager, Pro Bono Counseling Program

**Employer/Agency:** MHA of Greater Houston

**Job Description:** Mental Health America of Greater Houston is seeking a part-time (25 hours/week) Program Manager for our Pro Bono Counseling Program. Responsibilities include the following:

- Coordinating the delivery of pro bono counseling services at social service sites and individual therapists' offices throughout Greater Houston.
- Maintaining regular communication with licensed mental health professionals volunteering time to provide pro bono services.
- Recruiting new pro bono volunteers.
- Ensuring that records regarding pro bono providers and pro bono services are kept accurate and up-to-date.
- Ensuring that follow-up calls regarding pro bono services are kept up-to-date.
- Marketing and growing the Pro Bono Counseling Program through community outreach to increase pro bono clientele, volunteers, and program delivery sites.

This individual will work closely with the Director of Education & Training, the Director of Communications, the Information & Referral Specialists, other MHA staff, and interns and volunteers to ensure quality delivery of pro bono counseling services to a growing number of Houston-area residents.

**Qualifications:**

**Required Skills & Experience**

Bachelors or Masters degree in psychology, social work, counseling, or related field.  
Strong organizational, communication, and

interpersonal skills.  
Strong computer skills including experience with spreadsheets and databases.  
Strong written and oral language skills.  
Ability to work both independently and collaboratively.  
Self-starter with the ability to conceive, initiate, and implement plans.  
Commitment to serving disadvantaged populations and to increasing access to mental health services.  
Reliable transportation. Ability to travel throughout the greater Houston area.

**Preferred Skills & Experience:**

Experience working with and managing volunteers.  
Knowledge of the Houston-area mental health/non-profit/social services community.  
Experience in successfully growing a program, business, or other initiative.  
Marketing and/or outreach experience.

**Salary/Hours:** Salary DOE  
This is a part-time (25 hours/week) position. Hours are flexible but will generally be between 8:30 and 5:00, Monday through Friday. Occasional weekend and evening hours may be required.

**Employer/Agency:** MHA of Greater Houston

**Contact Person:** Alejandra Posada, M.Ed.  
**Contact Title:** Director of Education & Training

**Email:** [aposada@mhahouston.org](mailto:aposada@mhahouston.org)

**Application Method:** To apply, please submit resume and cover letter to [aposada@mhahouston.org](mailto:aposada@mhahouston.org).  
In the cover letter, please indicate why you are interested in this position and why a part-time position is suitable for you. No phone calls please.

**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 [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.  
Thank you***