

<b>Job Title</b>	Program Assistant
<b>Employer/ Agency</b>	ESCAPE Family Resource Center
<b>Job Description</b>	The program assistant is an entry level position that handles client registrations, data processing, preparation of materials for prevention programs, and other duties as assigned. This position requires excellent communication, customer service skills, and computer skills with Microsoft Office systems. Position requires travel in the greater Houston area for purposes of delivering and picking up materials at off-site locations and attendance at community and resource fairs. After successfully completion of 90- day probation period, 401K, medical, dental, and supplemental insurance are available to each employee.
<b>Qualifications</b>	<p>Educational Requirements: Minimum of High School or GED equivalent with some college coursework in Education, Social Work, Psychology or related field. Bachelor's degree preferred.</p> <p>Work experience: One year or more years' experience in office, clerical, or customer service experience in non-profit or social service agency a plus.</p> <p>Must pass a criminal, CPS registry, and reference checks.</p>
<b>Salary/Hours</b>	Monday-Friday with rotating Saturdays \$11.00/ Hour OR \$11.50/Hour for Bilingual (English/Spanish-speaking)
<b>Employer/Agency</b>	ESCAPE Family Resource Center
<b>Address</b>	1721 Pech Rd., Suite 300
<b>City, State, Zip</b>	Houston, TX 77055
<b>Contact Person</b>	Nicole Huff, LCSW
<b>Contact Title</b>	Chief Programs Officer
<b>Telephone Number</b>	713-942-9500 x33
<b>Fax Number</b>	713-942-0702
<b>Email Address</b>	<a href="mailto:nicoleh@learntoparent.org">nicoleh@learntoparent.org</a>

<b>Application Method</b>	NO PHONE CALLS PLEASE. Applicants must fax a cover letter with resume to the attention of Ms.Huff at 713-942-0702 or via email at <a href="mailto:nicoleh@learntoparent.org">nicoleh@learntoparent.org</a> .
<b>Opening Date</b>	Immediate

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

