

Date Posted: 08/02/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Program Assistant

Employer/Agency: SER-Jobs for Progress of the Texas Gulf Coast, Inc.

Job Description: SER-Jobs for Progress seeks a creative, resourceful, driven, and dedicated person to join our team! We move at a fast pace, and so does the ideal candidate. SER is looking for a motivated self-starter who is eager to learn and grow, pays attention to detail, has strong communication skills, and can juggle multiple responsibilities. This position requires a tenacious individual, who can adapt quickly, troubleshoot, thrives on conquering challenges, regularly goes the extra mile, and can work independently and/or as a team player. If you fit this description, are bilingual (English/Spanish), and have a college degree, contact SER today!

Qualifications: Dynamic & persuasive. Goal driven problem solve. Good understanding of the nonprofit industry. Excellent organization and administrative skills. Knowledge of computer software and data systems, including Microsoft Office, Adobe Acrobat Professional, Adobe Creative Suite applications (Illustrator, InDesign, Photoshop, etc.), basic HTML/website development knowledge, and ability to learn new applications quickly. Strong listening skills. Time management skills. Relationship building. Eager to learn, grow, and quick to master new skills. Bachelor's Degree in Business, or related field, plus 1 + years of relevant experience preferred (one year of experience may be substituted for one year of education). Must possess and provide a valid Texas Driver's License and Automobile Liability Insurance as required by the State of Texas. Must be skilled in communicating effectively, both verbal and written. Must be skilled in establishing and maintaining business relationships. Bilingual (Spanish/English) REQUIRED. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to research data, write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Salary/Hours: DOE

Employer/Agency: SER-Jobs for Progress of the Texas Gulf Coast, Inc.

Address: 201 Broadway

City, State, Zip: Houston, TX 77012

Contact Person: Ciara Major
Email Address: ciara.major@serhouston.org

Application Method: Email resume AND cover letter as an attachment to Ciara.major@serhouston.org and place title of position in the subject line. No phone calls please. SER is a drug-free workplace and requires mandatory drug testing prior to hiring.

Opening Date: Application accepted no later than 8/31/12

***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 with the hiring details of your new job opportunity.
Thank you***