

Date Posted: 12/07/12

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

**Job Title:** Short-Term Database Project

**Employer/Agency:** Literacy Advance of Houston

**Job Description:** The mission of Literacy Advance is to transform lives and communities through the doorway of literacy. Considered the oldest, largest and most successful literacy program in Houston, Literacy Advance helps adults read, write, communicate and understand English to enable them to succeed in the workplace, in school, and in the community. Literacy Advance offers four primary programs: Adult Basic Education, English as a Second Language, Family Literacy and Community Outreach which are supported 100% by trained volunteer tutors. Established in 1964, Literacy Advance of Houston is the premier agency for community-based literacy programs. Created almost 50 years ago by a small group of dedicated volunteers, Literacy Advance is a United Way of Greater Houston affiliate agency, is accredited by ProLiteracy America and is an active member of Literacy Texas and the Houston Center for Literacy. For more information, please go to [www.literacyadvance.org](http://www.literacyadvance.org).

**Qualifications:** Literacy Advance of Houston is seeking to fill a temporary contract position to oversee and manage an important database project. Literacy Advance currently uses GiftWorks for its fundraising and CRM needs. In order for the agency to use this software to its fullest capabilities, we must audit the database attributes and fields assigned, re-develop and align departmental business processes, and create a User Manual to capture internal data entry policies. Additionally, a plan for scrubbing current data needs to be designed. To support this project, Literacy Advance has purchased a monthly maintenance agreement with GiftWorks that allows for unlimited technical support. GiftWorks also provides online tutorials and their own User Guides. It is expected that the Project Manager retained will first assess the scope of the project and then create a detailed project plan, with project goals and objectives, a timeline, and weekly meetings scheduled to support project advancement. The position reports to the Development Director and works closely with the Executive Director and Development Team.

**Salary/Hours:** DOE Contract Position December 2012-April 2013

**Employer/Agency:** Literacy Advance of Houston

**Address:**

**City, State, Zip:** Houston, TX

**Application Method:**

Send resume and cover letter to [human.resources@literacyadvance.org](mailto:human.resources@literacyadvance.org) with Database Project as subject line. Please outline data management skills and proven project management ability. Additionally, please include hourly rates expected. It is expected that the candidate complete the majority of the work in the office in order to maintain the confidentiality and security of the database files, although the number of hours per week is up for negotiation.

**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***