

Date Posted: 12/14/12

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

JOB OPPORTUNITY POSTING

- Job Title:** Program Assistant (Internship)
- Employer/Agency:** Avenue Community Development Corporation-GO Neighborhoods program
- Job Description:** The GO Neighborhoods program is expanding its goals in 2013 to include organizing community members, especially parents, to form strong, sustainable school organizations, PTOs and PTAs. To reach these goals, Avenue CDC is seeking a dedicated program assistant with strong administrative skills and a passion for social justice.
- Qualifications:** 2 years related work or volunteer experience in community organizing and/or program administration in low to moderate income communities. High School diploma and some college courses. Proficient in use of Microsoft Office (Word, Excel), email and internet
- Preferred Qualifications:
Bachelor's or Masters degree. 5 years related work or volunteer experience with community organizing in low to moderate income communities. 2 or more years managing volunteers in a formal program or capacity. Spanish language proficiency strongly preferred. Strong project management skills
- Salary/Hours:** This is a full-time one-year internship from January 2013-December 2013. Some evenings and Saturdays will be required.
- Employer/Agency:** Avenue Community Development Corporation
City, State, Zip: Houston, TX
- Application Method:** Please email a cover letter and resume to Jenifer Wagley, Avenue CDC Assistant Director, at jenniferw@avenuecdc.org. Please include internship title in the subject line.
- Opening Date:** January 2013

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