

| | |
|---------------------------|---|
| Job Title | Administrative and Grants Compliance Manager |
| Employer/ Agency | The Salvation Army |
| Job Description | Works in conjunction with Social Services Director for ongoing evaluation of practice and program; monitors work of Social Service staff to including but not limited to the social services case managers, outreach workers, caseworkers, and receptionist; reviews grant utilization and expenditure reports; ensures the accomplishment of the various administrative tasks relating to the grants and programs funded by the grants; researches and writes additional grants to benefit all programs; prepares various routine and special reports for grants compliance. |
| Qualifications | Masters degree from an accredited college or university in one of the behavioral sciences or related field, and two years progressively responsible in data management, preferably in a social services environment, or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities. |
| Salary/Hours | Will discuss at interview/40 |
| Address | 1500 Austin Street |
| City, State, Zip | Houston, TX 77002 |
| Contact Person | Gerald Eckert |
| Contact Title | Social Services Director |
| Telephone Number | 713-658-9205 |
| Email Address | Gerald.eckert@uss.salvationarmy.org |
| Application Method | Send resume to e-mail Gerald.eckert@uss.salvationarmy.org |
| Opening Date | 12/04/2015 |

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 mjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.