

Date Posted: 02/28/12

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

Job Title: Office Manager

Employer/Agency: Loving Houston- Branch office of Loving Alternative Adoption Agency.

We are a non-profit, inter-denominational Christian Adoption & Foster Agency

Job Description: Office Manager

Qualifications:

- Incredibly detail oriented
- Highly administrative
- Able to operate independently
- Have a huge heart for children and families in the midst of foster care and adoption.

Salary/Hours: Part-time/ 30 hours week/ Mon-Fri 10:00-4:00

Employer/Agency: Loving Alternative
Address: 5005 West 34th Street Suite 250A
City, State, Zip: Houston, TX 77092

Contact Person: Kim Dale
Contact Title: Supervisor

Telephone Number: 713-857-0292
Email Address: kim@lovinghouston.org

Application Method: Please send cover letter and resume to office@lovinghouston.org & kim@lovinghouston.org

Opening Date: Immediate

***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***