

Date Posted: 02/07/13

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

JOB OPPORTUNITY POSTING

Job Title: Development Writer (Part-Time)

Employer/Agency: Christian Community Service Center (CCSC)

Job Description: The Development Writer assists in developing and identifying funding sources to support the programs of CCSC. This part-time position will research statistics, write and submit grant proposals and track and report grant results to funders. This position will also assist with writing of marketing materials, newsletters and social media.

Qualifications: College degree and three years related experience, excellent written and verbal communication skills, the ability to work collaboratively as well as independently to achieve stated goals and professionalism and dependability are required for consideration.

Salary/Hours: DOE

Employer/Agency: Christian Community Service Center
Address: 3230 Mercer
City, State, Zip: Houston, TX

Application Method: Additional detail regarding CCSC may be accessed at www.ccschouston.org.

To apply, please send a cover letter and resume to:
kfinkenbinder@ccschouston.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@CENTRAL.uh.edu with the hiring details of your new job opportunity. Thank you