

Job Title	Program Assistant – A Friendly Haven
Employer/ Agency	AIDS Foundation Houston, Inc.
Job Description	This position is primarily responsible for ensuring administrative needs are met at the program; for monitoring, assisting and documenting each client’s ability to maintain the program’s goals and policies; overseeing administrative needs/requests and as needed, assist the with general maintenance of the facility.
Qualifications	High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. One year working in a social service setting, preferably with homeless individuals with HIV/AIDS.
Salary/Hours	TBD
Employer/Agency	AIDS Foundation Houston, Inc.
City, State, Zip	Houston, Texas
Contact Person	Hiring Supervisor
Fax Number	(713) 623-4029
Email Address	hr@afhouston.org
Application Method	Email or fax only. No phone calls please.

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