

Date Posted: 01/17/12

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

**Job Title:** Program Director

**Employer/Agency:** Humble Area Assistance Ministries (HAAM)

**Job Description:** Under the direction of the Executive Director, this position is responsible for coordinating all client services programs, including program staff and volunteers, for the agency. Design, administer, evaluate and refine all programs as needed; Develop and oversee program policies and procedures managing quality control; Develop and maintain relationships with local agencies and organizations; Develop and supervise college internship program; Coordinate the use/disbursement of all program grants; Ensure appropriate recordkeeping; Provide assistance in seeking and applying for grants including design and budget. Full or part time will be considered.

**Qualifications:** Master's degree in Social Work - LMSW OR LCSW. Minimum of 3 to 5 years successful nonprofit programming experience. Bilingual preferred. Must be willing and able to: travel when necessary, work with diverse populations in diverse locations, make last-minute changes to accommodate responsibilities. Must have viable transportation, ability to work well in a team environment and handle multiple, concurrent programs.

**Salary/Hours:** Full-time. Compensation commensurate with experience.

**Employer/Agency:** Humble Area Assistance Ministries  
**Address:** PO Box 14051  
**City, State, Zip:** Humble, TX 77347

**Contact Person:** Human Resources

**Email:** HR@haaministries.org

**Application Method:** Electronic

**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](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.*

*Thank you*