

<b>Job Title</b>	Volunteer Services Coordinator
<b>Employer/ Agency</b>	Society of St. Vincent de Paul
<b>Job Description</b>	The Volunteer Services Coordinator is responsible for assisting in the development and implementation of ongoing internal and external communications and volunteer services at all levels of the Society with the goal of promoting the Society, its mission, special works and most importantly increasing the awareness of the Society in the community
<b>Qualifications</b>	<p>Commitment to public service</p> <ul style="list-style-type: none"> <li>• Excellent communication skills, including excellent writing skills</li> <li>• Good presentation skills</li> <li>• Willingness to work with event planning (Ability to maintain schedules and timelines)</li> <li>• Detail-oriented</li> <li>• Ability to prioritize multiple tasks and work proactively</li> <li>• Proficiency in Word, Excel, and Power Point</li> </ul>
<b>Salary/Hours</b>	This Position pays \$14.50 p/h Work part time - 20 hours per week and one Saturday per month (5 hour shift) - for a term ending August 31, 2016
<b>Employer/Agency</b>	Society of St. Vincent de Paul – Services Center
<b>Address</b>	6654 Gulf Freeway
<b>City, State, Zip</b>	Houston, TX 77087
<b>Contact Person</b>	Betty Ann Mc Nair
<b>Contact Title</b>	Director of Finance and Human Resources
<b>Fax Number</b>	713-741-3639
<b>Email Address</b>	<a href="mailto:hr@svdphouston.org">hr@svdphouston.org</a>
<b>Application Method</b>	Email resume and references to <a href="mailto:hr@svdphouston.org">hr@svdphouston.org</a>
<b>Opening Date</b>	1/20/2016

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