

Date Posted: 07/17/12

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

Job Title: Outreach Program Assistant (PT)

Employer/Agency: Literacy Advance of Houston

Job Description: The Literacy Advance outreach team coordinates classes at approximately 20 partner locations, and also organizes 12 Family Literacy Night events annually. The Outreach Program Assistant will spend 20 hours per week supporting the efforts of the outreach team as we continue to grow, adding more partner locations throughout the city, increasing student recruitment and retention, and expanding our volunteer tutor recruitment efforts. He or she will learn about all aspects of the outreach programs, including (but not limited to) program management, program partner assessment and evaluation, and volunteer recruitment. The assistant will also have the opportunity to work with the outreach team to develop a more comprehensive family literacy program in addition to expanding our existing adult literacy programming. Literacy Advance is committed to providing a supervised, experiential student placement. Exposure to additional experiences could include Board Development, Community Outreach, Fiscal Management, Program Planning, and Information Systems Management. Additionally, assistant supervision may include topics related to the Historical Foundations of Nonprofits, Management Theory, Staff Management, Risk Management, Ethical Practice, Diversity Awareness, and additional topics determined by the student's interests and learning goals.

Qualifications: High school degree or equivalent and at least one year of college; Ability to communicate effectively and confidently in Spanish (primarily in person and by telephone); Ability to work independently and in a team environment; Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods; Ability to handle multiple tasks simultaneously with a high level of competence; Previous work experience in a fast-paced environment is highly desirable; Excellent organizational skills; Computer skills including use of MS Office; Excellent written and oral communication skills; Ability to work a flexible schedule, including evenings and Saturdays.

Salary/Hours: The Outreach Program Assistant is a part-time position (20 hours a week) based at our Wilcrest office location, starting in August 2012 and ending in June 2013, with the option to continue through the summer. A stipend will be provided. This position is not eligible for health and dental benefits. Occasional

evening and Saturday work will be required and reliable transportation is necessary, with mileage and expenses reimbursed according to agency policy guidelines.

Employer/Agency: Literacy Advance of Houston
Address: 2424 Wilcrest Suite 120
City, State, Zip: Houston, TX 77042

Fax Number: 713.266.8889
Email Address: Human.resources@literacyadvance.org

Application Method: Send resume and cover letter to human.resources@literacyadvance.org or via mail at
ATTN: Human Resources
2424 Wilcrest, Suite 120
Houston, TX 77042

Opening Date: August 15, 2012

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