

Date Posted: 07/19/12

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

**JOB OPPORTUNITY POSTING**

**Job Title:** Service Coordinator and Director of Special Projects

**Employer/Agency:** Greater Northside Management District

**Job Description:** This position administers the community service programs of a municipal management district located in Harris County, Texas. Duties and responsibilities include district board support, project management, and public information and community relations. Responsibilities include, but are not limited to: Manages and coordinates the District's *Service and Improvement Plan* projects and programs, including contractor oversight on various capital project and community development initiatives. This includes Right of Way Maintenance and Litter Abatement Program, Graffiti Abatement Program and Safety Patrol Program. Prepares Requests for Qualifications (RFQs) and Requests for Proposals (RFPs) in the solicitation of consultant support on an array of projects. Reviews and monitors service agreements and consultant services as required; prepares regular progress reports. Also tracks and reports statistics for programs and special projects. Reviews invoices for work done; recommends payment as appropriate to the Executive Director and District Board. Staffs the District's local office; provides information to the general public about the District; answers inquiries from the public and directs inquiries to appropriate staff. Administers and coordinates logistics and provides support to the District's committees and task forces, including assisting the Executive Director in preparation of monthly project status reports and Board meeting agendas. Plans and implements projects, including beautification projects. Assists in developing, recommending and implementing strategies to sustain positive community relations. Supports the production and coordination of district publications. Helps coordinate and staff all GNMD events and certain community events; attends public meetings to obtain and disseminate event information as needed. Develops and maintains working relationships with representatives of the City of Houston, Harris County, consultants, contractors and various agencies and partners to fulfill the District's service plan for commercial property owners. Oversees Harris County probationers, including coordinates, maintains and produces all data and reports necessary for the Harris County Probation Department. Plans special clean-up projects for sidewalks, underpasses and parks, including scheduling and coordinating major dumpsite cleanups and homeless encampment cleanups with respective agencies. Aids District staff as necessary with capital projects and planning initiatives. Provides real estate investors, brokers and various industries with statistical information and outreach. Assists the Executive Director and Board with the formulation of long-term goals and objectives. Researches and provides reports for grant and funding opportunities. Recruits, coordinates and communicates with volunteer

**Qualifications:** Must possess excellent verbal and written communication skills; knowledge of public involvement techniques and strategies; organizational and problem-solving skills with proven ability to multi-task; ability to work in a fast-paced environment with a diverse community; ability to work independently, manage deadlines, follow through, organize and prioritize tasks as necessary; willingness to work as a member of a team in moving community and public safety initiatives forward; proficiency in computer word processing and database programs, such as Microsoft Word, Excel, PowerPoint and Windows XP. Must be resourceful and have people skills.

Experience:

Qualified applicant should have a Bachelor's degree from accredited institution in public administration, political science, business administration or a related field. Proficiency in writing and speaking Spanish and experience in community relations a plus.

Must be willing to work occasional irregular hours and weekends to respond to emergency situations, attend evening meetings, meet deadlines and achieve objectives. Must be able to lift up to 25 lbs. and able to physically participate in clean-up projects. Must be able to pass a background check.

**Salary/Hours:** DOE

**Employer/Agency:** Greater Northside Management District  
**Address:** 5305 Irvington Blvd.  
**City, State, Zip:** Houston, TX 77009

**Contact Person:** Rebecca Reyna

**Telephone Number:**  
**Fax Number:** 713.695.6555  
**Email Address:** Rc.reyna@greaternorthside.org

**Application Method:** Interested Applicants should send resumes to [rc.reyna@greaternorthside.org](mailto:rc.reyna@greaternorthside.org) or fax to 713-695-6555, Attention: Rebecca Reyna.  
For more information on the GNMD, visit [www.greaternorthside.org](http://www.greaternorthside.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@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you*