

Job Title	Program Coordinator
Employer/ Agency	Crisis Intervention of Houston
Job Description	The Program Coordinator - Volunteers recruits, orients, trains, and retains all organizational volunteers, including Crisis Hotline Call Counseling volunteers. The Coordinator will work closely with Director of Development to ensure complete compliance with accreditation standards and internal policies and procedures to maintain program efficacy.
Qualifications	Required: A Bachelor's Degree in the mental health counseling, social work or psychology field and a minimum of five (5) years of experience as a program coordinator in a related field. Strong organizational and management skills. Demonstrated ability to relate positively to persons in a multi-cultural, pluralistic community. Good interpersonal skills necessary to interact with board, staff, donors and volunteers. Demonstrated ability to maintain regular and predictable professional attendance. High performance in individual, in team, and strategic situations. Commitment to agency vision, core values and mission. Computer proficiency (including Microsoft Office Suite and Outlook). In accordance with Crisis Intervention of Houston team philosophy, demonstrated ability to carry out or assist in project completion in all departments as directed by the Executive Director.
Salary/Hours	DOE
Application Method	Email resume to Naomi Madrid, Executive Director executive@crisishotline.org
Opening Date	Immediately

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.