

Job Title	Event planner, general assistant
Employer/ Agency	Undies for Everyone
Job Description	Looking for a part time job with great flexibility? UFE needs a passionate, responsible person to help plan our National Underwear Day event and coordinate sorting and distribution events of new underwear to disadvantaged school kids.
Qualifications	People skills, effective communication, organizational skills and comfortable working with a computer. Passion for helping others is helpful, too!
Salary/Hours	\$12 per hour, 10 hours a week. Flexible.
Employer/Agency	Undies for Everyone
Address	1700 Bissonnet at Dunlavy
City, State, Zip	Houston, Texas 77005
Contact Person	Rabbi Amy Weiss
Contact Title	Executive Director
Telephone Number	713.398.5555
Email Address	aweiss@undiesforeveryone.org
Application Method	Please send an email with resume attached
Opening Date	Immediate

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.