

Date Posted:

## Job Opportunity Posting

Job Title: Community Services Coordinator

Employer/ Agency: Wesley Community Center

Job Description: The Community Services Coordinator plans, develops, and implements the service elements for the Senior and Food Programs at Wesley Community Center. This includes Senior Congregate Meals and the Food Co-op/Pantry. The Service Coordinator oversees the daily operations, outreaches to the community, recommends services and resources for the programs, and assists in program evaluations.

Qualifications: Four year degree in Social Work or Human Services, or related field, or equivalent education. 3-5 years' experience working with elderly and families and individuals in crisis. Must obtain and maintain all related certifications. Able to work with various groups, community agencies, and organizations. Must pass drug screening and criminal background. Must be willing to work occasional weekend and evening hours. Must have reliable transportation. Required to lift/carry objects up to 50 lbs. Strong oral and written communication skills. Bilingual (English & Spanish) preferred. Computer skills to include MS Office and Data Base

Salary/Hours: DOE

Employer/Agency: Wesley Community Center

Address: 1410 Lee St.

City, State, Zip: Houston, Texas 77009

Contact Person: David Medina

Contact Title: Community Services Manager

Telephone Number: (713) 223.8131

Fax Number: (713) 225-3449

Email Address: dmedina@wesleyhousehouston.org

Application Method: Send resumes to David Medina

Opening Date:

05/02/2013

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