

Date Posted: 5/9/2013

## Job Opportunity Posting

Job Title: Director of Programs

Employer/ Agency: Wesley Community Center

Job Description:

The Director of Programs is responsible for the management, supervision and evaluation of the Wesley Community Center programs in accordance with the standards set out by the organization. As a member of the senior management team, the Director of Programs participates in the strategic planning and budgeting initiatives for the programs in addition to problem solving. He/she works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

Qualifications:

- Master's Degree in Social Work or working to obtain Master's degree in social work, public administration, education, or related field or equivalent combination of education and experience, with at least 7-10 years' experience managing programs and serving in a leadership role.
- Demonstrated success developing and evaluating program models, and selecting and successfully operating innovative programs.
- Excellent oral and written communication skills. As a voice/advocate, of The Wesley Community Center, the Director of Programs must have strong written and verbal communication skills. S/he will be a persuasive, credible, and a polished communicator with excellent interpersonal and multidisciplinary project skills.
- Individual must work collaboratively with internal as well as external partners and other organizations, providing exposure for program impact.
- Strong problem solving and group work leadership skills.
- Ability to work independently and as part of a team and to work flexible hours.
- Strong computer skills: the individual should have knowledge of and skilled ability to utilize Accounting software; database software; Human Resource Systems; Internet software; and MS Office Suite.

- Candidate must be fluent in written and spoken English. Spanish language skills would also be valuable, although not required.
- Demonstrated passion for Wesley's mission and a desire to develop skills associated with the Executive Director position are also desirable traits.

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Salary/Hours: Full time – exempt

Employer/Agency: Wesley Community Center

Address: 1410 Lee Street

City, State, Zip: Houston, TX 77009

Contact Person: Diana Garbis

Contact Title: Executive Director

Telephone Number: No Calls

Fax Number: \_\_\_\_\_

Email Address: dgarbis@wesleyhousehouston.org

Application Method: Email resume

Opening Date: 5/7/2013

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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.