

Job Title	Resident Services Coordinator, Hitchcock TX
Employer/ Agency	Portfolio Resident Services
Job Description	The Resident Services Coordinator facilitates our program through classes and activities at a multi-family apartment community. Our program provides a variety of activities/classes which includes but not limited to afterschool programs, scholastic tutoring sessions, recreational activities, health and nutrition resources, computer classes, social events and financial literacy classes in order to promote personal and community development.
Qualifications	<p>Experience and Qualifications Desired</p> <ul style="list-style-type: none"> • Experience in education, social work, or a related field; a history of dedicated community involvement/volunteer experience in lieu of work experience will be considered; • Must be available 3-4 days per week especially during afternoon hours; • Ability to work independently and excellent time management skills are essential; • Excellent computer skills especially in MS Office; • Must have home computer, access to email and capability to do light printing; • Knowledge of local community resources; • Previous experience working with youth preferred; • Bachelor's degree or degree in progress desired.
Salary/Hours	Starting at \$14/hour depending on experience for 25 and/or 40 hours per month
Employer/Agency	Portfolio Resident Services
Address	3701 Kirby Drive, Suite 860
City, State, Zip	Houston, TX 77098
Contact Person	
Contact Title	
Telephone Number	713-808-1988
Fax Number	

Email Address	jobs@portfolioresidentservices.org
Application Method	To apply for this position, attach your resume (PDF/MS Word document) to jobs@portfolioresidentservices.org and note the location below in the subject line of your email. Failure to follow these instructions may result in your resume not being considered. Please visit our website at www.portfolioresidentservices.org for more details.
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.