

<b>Job Title</b>	Program Coordinator
<b>Employer/ Agency</b>	The Women's Resource of Greater Houston
<b>Job Description</b>	<p>The Women's Resource seeks a qualified candidate to join our team as Program Coordinator. The Program Coordinator will join our team at an exciting time as our Organization has just completed a three year strategic plan that will expand our program offerings and enhance our volunteer experience. As a result, we are looking for an individual who is flexible, willing to learn, thinks outside the box, works well with people and is client and mission focused.</p> <p>Duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>❖ Communicate effectively with diverse populations to include partner agencies, volunteers, and clients.</li> <li>❖ Recruit and train qualified volunteers who share our mission</li> <li>❖ Conduct monthly volunteer orientation for all volunteers</li> <li>❖ Provide ongoing support and continuing education to 200 volunteers annually</li> <li>❖ Oversee volunteer intake process and match volunteers to positions based on interest and skill</li> <li>❖ Ability to teach financial education classes to diverse audiences</li> <li>❖ Work with agencies to determine population needs and class schedule</li> <li>❖ Help to ensure quality of all programs</li> <li>❖ Collect, enter and evaluate class data to support and strengthen program offerings</li> <li>❖ Serve as a backup for volunteer instructors if a volunteer is unable to teach a scheduled class</li> <li>❖ Work with Program Manager to ensure annual goals are met.</li> </ul> <p>Official Job Posting: <a href="http://www.thewomensresource.org/assets/pdf/programcoord.pdf">http://www.thewomensresource.org/assets/pdf/programcoord.pdf</a></p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor degree preferred; Equivalent years of experience in lieu of degree considered</li> <li>• Must enjoy working with people and demonstrate patience, professionalism, and tact in interpersonal communication</li> <li>• Self-directed, independent worker who takes initiative and is able to solve problems</li> <li>• Meticulous attention to detail and ability to respond to deadlines on time</li> <li>• Advanced proficiency in Microsoft Outlook, Word and Excel are required</li> <li>• Highly motivated and resourceful individual</li> <li>• Able to work in a fast-paced environment while managing multiple priorities</li> <li>• Excellent organizational, verbal, written, and interpersonal communication skills</li> <li>• Professional that works with poise, confidence and team-oriented approach</li> <li>• Flexible and positive attitude, sense of humor, patience, character and integrity</li> </ul>

	<ul style="list-style-type: none"> <li>• Non-profit experience or demonstrated understanding of the field is a plus</li> <li>• Willing to travel throughout the Greater Houston area</li> <li>• Understands how financial education affects individuals and families</li> <li>• Experience in one or more of the following areas:             <ol style="list-style-type: none"> <li>1. Volunteer management</li> <li>2. Financial Education and/or asset building</li> <li>3. Community based programs</li> </ol> </li> </ul>
<b>Salary/Hours</b>	Full-Time Position
<b>Employer/Agency</b>	The Women's Resource of Greater Houston
<b>Address</b>	730 N. Post Oak Rd., Suite 204
<b>City, State, Zip</b>	Houston, TX 77024
<b>Contact Person</b>	Kelly Keith
<b>Contact Title</b>	Senior Program Director
<b>Telephone Number</b>	713-667-4493
<b>Fax Number</b>	713.622.2774
<b>Email Address</b>	kkeith@thewomensresource.org
<b>Application Method</b>	<p>The position will remain open until filled. All candidates are asked to EMAIL the three documents listed below to kkeith@thewomensresource.org. Documents should be addressed to: Kelly Keith, Program Manager</p> <ol style="list-style-type: none"> <li>1. Cover letter stating how your skills are a match for the position requirements and duties</li> <li>2. Resume</li> <li>3. Writing samples that address the following two email scenarios: (100-250 words per email, 12 point font)             <ol style="list-style-type: none"> <li>a. Write an email to a volunteer who didn't show up to teach his/her scheduled class</li> <li>b. Write an email to a new volunteer who recently attended Volunteer Orientation</li> </ol> </li> </ol> <p style="text-align: center;"><b>Only qualified applicants that submit <u>ALL</u> documents requested above will be considered.</b></p>
<b>Opening Date</b>	May 19, 2015

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.