

Job Title	Full-Time Administrative Assistant and Volunteer Coordinator
Employer/ Agency	The Young Center for Immigrant Children's Rights
Job Description	<ul style="list-style-type: none"> • Oversee day-to-day office operations and administration. • Create, maintain and update all case files (paper and electronic). • For all events (trainings, fundraisers, meetings, conferences, etc.), coordinate location, trainers and refreshments, purchase materials and supplies. • Maintain the volunteer database. Develop systems and procedures for integrating volunteer records with case management records in database. • Oversee volunteer compliance with background clearance process, including updated clearances for longstanding volunteers. • Develop and implement outreach plans to recruit new Child Advocates. • Lead staff planning and logistics for the semi-annual training for Child Advocates. • Work with social worker to develop ongoing education program for Child Advocates. • Serve as point of contact for: <ul style="list-style-type: none"> ○ Managing Director ○ Office lease/facilities management ○ IT consultants ○ All vendors, including telephone, internet, technology, security
Qualifications	<ul style="list-style-type: none"> • B.A. degree required. • Applicants must be bilingual in Spanish and English. • Experience as legal secretary or law-related support position preferred. • Excellent written and oral advocacy skills. • Excellent organizational skills. • Ability to take initiative and work collaboratively. • Excellent written and oral advocacy skills in English.

	<ul style="list-style-type: none"> • A commitment to public interest work. • Proficiency in Spanish, including the ability to speak with children in Spanish and to communicate over the telephone in Spanish with children, family members, and others. • Ability to take initiative, to work collaboratively, and an enthusiasm for working with volunteers. • Passion, tenacity and optimism for the issues affecting immigrant children and their families. • A valid driver's license is necessary for traveling to meetings and Child Advocate trainings in and around Houston, Texas.
Salary/Hours	\$15/hr
Employer/Agency	The Young Center for Immigrant Children's Rights
Address	1303 San Jacinto St. Suite 926
City, State, Zip	Houston, TX 77002
Contact Person	Emily Nasir
Contact Title	Administrative Assistant and Volunteer Coordinator
Telephone Number	832 413 6127
Fax Number	713 678 0168
Email Address	jobs@theyoungcenter.org
Application Method	Review of candidates will begin immediately and continue until the position is filled. Please email a cover letter, resume and three references to jobs@TheYoungCenter.org and include the title "Houston Administrative Assistant and Volunteer Coordinator" in the subject line. To learn more about the Young Center's work, please visit www.TheYoungCenter.org .
Opening Date	5/19/2015

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 with the hiring details of your new job opportunity. Thank you.

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