

Job Title	Project Coordinator
Employer/ Agency	Light and Salt Association
Job Description	<ul style="list-style-type: none"> • Attend and complete required online or in person trainings. • Coordinate issues related to various grant activities and ensure that the goals and objectives of the grant are met and the proposed activities are implemented in a timely and efficient manner. • Lead and attend public education and community outreach events, and work with various project partners to ensure the compliance of the grant requirements. • Implement assessment tools and organize and compile evaluation data. • Prepare and submit quarterly and annual reports in a timely manner to meet the deadlines. • Assist the Project Director in recruiting, training and supervising volunteers. • Flexible and willing to perform other duties as assigned by the Project Director. • Support the agency's Mission, Vision and Values statement.
Qualifications	<ul style="list-style-type: none"> • Proficient in use of computers and software programs such as Outlook, Word, Excel, PowerPoint, etc. • Must be able to utilize the Internet (Explorer, Firefox, Chrome, etc.) and respond to emails/phone calls in a timely manner. • Displays strong written and oral communication skills and detailed and people oriented and able to manage multiple tasks at one time. • Protect all clients and agency information and comply with HIPAA (Health Insurance Portability and Accountability Act) standards of privacy and confidentiality. • Be able to drive and/or travel to community outreach events and be a team player. • Experience working in Asian-American communities. Fluent in both English and Chinese is a plus. <p>EDUCATION and/or EXPERIENCE:</p> <p>Minimum of B.S. degree in any of the following fields: Social work, Sociology, Public Health, Nutrition, Nursing, Psychology, or other health-related fields.</p>
Salary/Hours	Salary is based on experience. Monday through Friday 9 am to 5 pm, with occasional weekends, contingent on the position management plan
Employer/Agency	Light and Salt Association
Address	9800 Town Park Drive, Suite 255

City, State, Zip	Houston, Texas, 77036
Contact Person	Helen Sun
Contact Title	Executive Director
Telephone Number	713-988-4724
Fax Number	713-988-4724
Email Address	Helensun9899@gmail.com
Application Method	Submit cover letter and resume via email.
Opening Date	June 1, 2016

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