

Date Posted: 11/29/12

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Coordinator, Community Investment-Ed

Employer/Agency: United Way of Greater Houston

Job Description: The Coordinator will be responsible for ensuring the Early Grade Reading Initiative is achieving the desired outcomes with maximum efficiency. Alongside other United Way staff, the Coordinator will be the on-site liaison for volunteers and the main contact for school partners and third-party evaluators. The Coordinator will help the Donor Relations department in recruitment, training and placement of volunteers at schools. Position requires self-initiative and minimal supervision while working collaboratively with a team of staff, volunteers, education professionals, evaluation professionals and all levels of United Way staff. Experience initiating contact with and responding to volunteers is required.

The Coordinator will assist in the development and implementation of new initiatives that increase academic proficiency for students in the greater Houston area. This position will build expertise and create a depth of knowledge about key issues in volunteerism, literacy, and other areas impacting academic success. This position will build relationships with a variety of community stakeholders to assess the issues and analyze results of programs to determine the best practices for achieving highest impact results.

Qualifications: Bachelor's degree in education, social work, non-profit management, human services or other related fields from an accredited institution and three years of human services or education experience; or an advanced degree in education, business, public policy, planning, social work, philanthropic studies, non-profit management, law, human services or other related fields from an accredited institution and two years of human services or education experience. Experience in school systems or literacy preferred. CPR and Basic First Aid certification or eligibility to complete certification required.

Salary/Hours: Low 40's

Employer/Agency: United Way of Greater Houston
City, State, Zip: Houston, TX

Application Method: Apply online at <https://home.eease.adp.com/recruit2/?id=1676481&t=1>

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mawjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you