

Job Title	Program Services Coordinator (part time-30 hours per week)
Employer/ Agency	Heroes for Children
Job Description	Heroes for Children (HFC) has an opening for a highly motivated, compassionate individual, skilled in volunteer coordination and program implementation. The Program Services Coordinator is an exciting part-time position (up to 30 hours/week) responsible for delivering the HFC mission programs and coordinating volunteers in the Houston area. Ideal candidate will have 2-3 years of professional experience in nonprofit, working with volunteers and implementing programs to serve clients and constituents.
Qualifications	<ul style="list-style-type: none"> •Prefer 2-3 years of volunteer management experience with demonstrated skills in coordinating successful volunteer driven events • Proficient with Microsoft Office, Outlook, Facebook, Twitter, Constant Contact Preferred •Proficient with donor software preferred •Detail-oriented and thorough with work •Self-starter and highly motivated •Excellent organizational skills •Strong communication skills •Able to work occasional weekend/evenings •Have a high school diploma •Flexibility to travel within the Houston area and state-
Salary/Hours	Per hour-Negotiable
Employer/Agency	Heroes for Children
Address	9039 Katy Freeway
City, State, Zip	Houston, TX
Contact Person	Monique Hernandez
Contact Title	Houston Manager
Email Address	mhernandez@heroesforchildren.org
Application Method	Email cover letter, pay requirements & resume
Opening Date	October 28,2013

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