UNIVERSITY of HOUSTON
GRADUATE COLLEGE of SOCIAL WORK

Date Posted: 10.04.13

Job Title	Program Coordinator
Employer/ Agency	DePelchin Children's Center
Job Description	To work with a team of program development, evaluation, and quality improvement experts to expand agency knowledge and performance; and provide leadership and support throughout program/project life cycles from concept formation to program conclusion. As part of a team, the Research Program Coordinator candidate will provide leadership and support in the development and implementation of new program initiatives; evaluation of program/project effectiveness; statistical analysis for program evaluation and research; composition and preparation of written reports, manuscripts, and other documents relevant to the department's strategic goals; compliance with agency, funder, local, state, federal, and accreditation policies and regulations; and program/project closeout procedures.
Qualifications	Advanced degree (Doctorate preferred) in a social science or public health discipline (e.g., behavioral sciences, epidemiology, sociology, social psychology, social work, economics, public health, or policy). Use research methods in setting up program components, generating and collecting data and analyzing the data for report preparation. Proficient in the use of database and statistical software. High level of organizational, administrative and leadership skills. Able to process complex information quickly and make sound decisions. Able to handle multiple tasks and competing work demands in a balanced and flexible manner, meeting the needs of the organization and maintaining a positive and enthusiastic attitude. Demonstrate initiative, motivation, attention to detail and creativity. Demonstrated experience in technical writing, ability to develop complex papers and reports, and lead in preparation of program grant proposals and manuscripts. Good organizational and interpersonal skills. Goal-oriented; self-directive, collaborative. Able to actively participate as a team player. Able to communicate effectively, verbally and in writing.
Salary/Hours	DOE
Address	4950 Memorial Drive
City, State, Zip	Houston, TX
Application Method	Apply online at https://www5.ultirecruit.com/DEP1000/JobBoard/JobDetails.aspx?__ID=*B81EABE5B480FA67
Opening Date	

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