

<b>Job Title</b>	Program Manager
<b>Employer/ Agency</b>	Chinese Community Center
<b>Job Description</b>	<p>Chinese Community Center was selected as the second Financial Opportunity Center (FOC) in Houston and is now one of six Houston FOCs part of a national network of FOCs led by the Local Initiatives Support Corporation (LISC). LISC describes FOCs as “career and personal financial service centers that focus on the financial bottom line for low-to-moderate income individuals. This means changing people's financial behavior in a way that encourages them to make a long-term commitment to increasing income, decreasing expenses and acquiring assets.”</p> <p>We are seeking a Program Manager or Site Manager for our Fort Bend Satellite Office. This position is responsible for leading the implementation of all FOC services at our Fort Bend satellite office. It provides an opportunity for a highly motivated individual to be part of a nationally recognized program, LISC FOC, and a strong local network of agencies led by United Way of Greater Houston. The network, United Way THRIVE, helps “low-income, working families achieve what every family wants: good jobs with good wages, safe and affordable housing, financial security and success for their children.”</p> <p>Major responsibilities include: Resource development: Lead development of a resource network for the Fort Bend satellite office. Identify, recruit and refer FOC participants to CCC and other resources and services needed to achieve their goals. Identify, cultivate, and maintain relationships with community partners, funders and other stakeholders. Program management: Coordinate logistics and oversee participant performance in vocational trainings, and other educational activities. Secure employers, guest speakers, volunteers and other partners to provide educational workshops to help participants reach personal career and financial goals. Coaching: Provide one-on-one employment, financial and public benefits coaching to assist participants with reaching personal goals. Monitor participant progress, make and follow up on referrals to other professionals and organizations, and maintain files and program database for the FOC including intake forms, appointment notes, and action plans. Data collection and evaluation: Collect and verify all required data from participants and assist with completion of program reports. General program support: Become trained in all areas of the FOC and workforce development department and provide support in those areas as needed. Travel to attend program meetings and trainings occasionally. Assist with special projects to operate a successful program while adhering to confidentiality and quality control guidelines.</p>
<b>Qualifications</b>	<p>The ideal candidate will have experience in resource development, program management, community outreach, and/or career and financial services. S/he will be proactive, detail-oriented, and practical, and have strong program management, interpersonal, organizational, multi-tasking, and verbal and written communication skills. The ideal candidate will also have the abilities to work independently and with a team, and to identify problems, and plan and execute solutions. For example, s/he will sense when participants are overwhelmed and break major objectives into manageable steps and coach participants through these steps. S/he will be engaging and motivating with individuals at all socioeconomic levels; flexible, adaptive and positive in a fast-paced environment; and willing to learn new skills and techniques to promote program and agency quality and efficiency. Knowledge of Microsoft Office and a bachelor's degree is required.</p>
<b>Salary/Hours</b>	Full-time with benefits (40 hours per week); title and salary commensurate with experience.
<b>Employer/Agency</b>	<p>Chinese Community Center is a 34 year-old nonprofit and the largest Asian-led social service agency in Texas. We serve over 10,000 children, adults and seniors annually in a 57,000 sq. ft. facility on 5.7 acres of land in the heart of Southwest Houston. Our services include a nationally accredited early learning center, summer camps, after school activities, a family wellness program, a membership-based gym, a Chinese language school, community and cultural events, and senior recreation, companionship and employment programs. We also provide an array of workforce development services. Our workforce development department currently offers: Citizenship education and naturalization application assistance in partnership with local and national legal centers, English as a Second Language instruction and specialized vocational trainings in partnership with community colleges, A HUD-approved housing counseling program and small business development services in partnership with a national intermediary, and A Financial Opportunity Center to assist with employment placement and career improvement; financial</p>

	education and coaching; and public benefits access.
<b>Address</b>	9800 Town Park Dr.
<b>City, State, Zip</b>	Houston, Texas 77036
<b>Contact Person</b>	Kimberly Tang
<b>Contact Title</b>	Financial Opportunity Center Director
<b>Telephone Number</b>	713-271-6100
<b>Fax Number</b>	713-271-3713
<b>Email Address</b>	ktang@ccchouston.org
<b>Application Method</b>	To apply, please email a cover letter and resume to Kimberly Tang at ktang@ccchouston.org.
<b>Opening Date</b>	Immediate

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