

Job Title	Project Manager
Employer/ Agency	Chinese Community Center
Job Description	<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 Financial Services Project Manager/Coordinator. This position is responsible for leading the financial education and coaching arm of our FOC, i.e. helping participants change financial behavior, build assets and become financially stable. 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: Financial coaching: Provide one-on-one coaching to assist participants with reaching personal goals including credit (re)building, debt repayment, budgeting, savings, access to financial services and asset development such as homeownership and small business development. Monitor participant progress, make and follow up on referrals to other financial resources when applicable, and maintain files and program database for the FOC financial arm including intake forms, appointment notes, and action plans. Financial education: Develop, conduct and oversee participant performance at all financial education courses and workshops. Data collection and evaluation: Collect and verify all required data from participants and assist with completion of program reports. Resource development: Identify and refer FOC participants to other resources and services needed to achieve their financial goals. Identify, cultivate, and maintain relationships with community partners, funders and other stakeholders. General program support: Become trained in other 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>
Qualifications	<p>The ideal candidate will have experience in financial coaching, financial education, banking, asset development and/or a related economic development field. S/he will be proactive, detail-oriented, and practical, and have strong project management, interpersonal, organizational, multi-tasking, and verbal and written communication skills.</p> <p>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.</p> <p>Knowledge of Microsoft Office and a bachelor’s degree is required; proficiency in an Asian language is preferred.</p>
Salary/Hours	Full-time with benefits (40 hours per week); title and salary commensurate with experience.
Employer/Agency	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 education and coaching; and public benefits access.
Address	9800 Town Park Dr.
City, State, Zip	Houston, Texas 77036
Contact Person	Kimberly Tang
Contact Title	Financial Opportunity Center Director
Telephone Number	713-271-6100
Fax Number	713-271-3713
Email Address	ktang@ccchouston.org
Application Method	To apply, please email a cover letter and resume to Kimberly Tang at ktang@ccchouston.org.
Opening Date	Immediate

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