

Date Posted: 09/10/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Operations Manager

Employer/Agency: U.S. VETS-Texas

Job Description: This position reports directly to the Executive Director for U.S.VETS-Texas. The primary responsibilities of this position are to coordinate and manage grants from a variety of funding sources such as Department of Housing & Urban Development, Department of Labor and a variety of county and private funding sources.

Qualifications: Bachelors Degree or Masters Degree preferred; extensive related experience may be substituted for education. Experience in program management, staff supervision, program development, and budget management. Experience managing grants and contracts. Excellent oral and written communication skills. Experience working with non-profit organizations, preferably homeless, health or social services. Demonstrated personal integrity as the grantee representative of this organization within your community. Leadership and Conflict Management skills. Ability to work independently with minimal oversight

Salary/Hours: DOE

Employer/Agency: U.S. VETS-Texas
Address: 4640 Main Street
City, State, Zip: Houston, TX 77002

Application Method: Applications are being accepted at pramirez@usvetsinc.org

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 mswjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you*