

Date Posted: 09/24/12

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Community Education Liaison/ Volunteer Coordinator

**Employer/Agency:** Life Gift

**Job Description:** LifeGift is looking for a Community Education Liaison/Volunteer Coordinator to manage, recruit and retain volunteers, primarily in the Southeast Region, but also for the North Region (located in Fort Worth) and to assist in the management of volunteer activities in LifeGift's West Region.

**Qualifications:** Knowledge: Employee must have a four-year degree and preferably an emphasis in a communications-field such as public relations, journalism and volunteer management

Experience:

Developing and implementing projects aimed at external audiences. Public speaking, organizing meetings and special events. Volunteer recruitment and retention

Skills/Aptitudes

Demonstrated ability to work effectively with volunteers, health care professionals and public. Demonstrated excellence in oral and written communication skills. Strong organizational skills. Ability to work effectively with minimal supervision. Must be computer literate in Microsoft Word, Excel and PowerPoint. Ability to speak Spanish is an added benefit.

**Salary/Hours:** DOE

**Employer/Agency:** Life Gift

**Address:** 2510 Westridge

**City, State, Zip:** Houston. TX 77054

**Application Method:** Those interested may submit their resumes in confidence to [HR@lifegift.org](mailto:HR@lifegift.org).

**Opening Date:**

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [majobs@sw.uh.edu](mailto:majobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you***