

Job Title	Fantastic Learning Opportunity (FLO) Program Manager
Employer/ Agency	DiscoverU's Fantastic Learning Opportunity (FLO™) Program consists of a variety of strategic services and resources that, when provided together, comprise a successful systemic approach to supporting the participation of youth in college- and career-preparatory learning experiences beyond the traditional classroom and school year.
Job Description	<p>The Fantastic Learning Opportunity (FLO) Program Manager will be responsible for increasing access to FLOs by training, supporting, and coaching site-based staff, as well as assisting the Director of Programs and other program staff in executing program-wide initiatives. The Program Manager is a full-time role that includes occasional commitments outside of traditional business hours.</p> <p>The FLO Program Manager position is a Houston-based position. The FLO Program Manager position is a full-time position beginning in August 2019. The FLO Program Manager reports directly to DiscoverU's Director of Programs.</p>
Qualifications	<p>Education:</p> <ul style="list-style-type: none"> ● Bachelor's Degree in social work, human development, education, or a related field of study from an accredited college or university required ● Master's Degree in social work, human development, education or a related field of study highly preferred <p>Experience:</p> <ul style="list-style-type: none"> ● 5-7 years of professional work experience ● Prior experience working directly with school aged youth in under-resourced communities ● Prior experience working in a public school setting ● Proven experience as a manager or supervisor ● Prior experience working with data and reporting systems <p>Other Requirements:</p> <ul style="list-style-type: none"> ● Ability to communicate effectively in both written and oral form with students, parents, school staff and administration (proficiency in Spanish is a plus) ● Ability to establish and maintain effective working relationships with diverse groups of people ● Ability to manage multiple tasks with strong organizational skills and attention to detail ● Ability to lift and carry up to 20 pounds, stoop, kneel, crouch, walk, drive and/or be mobile ● Valid Texas Driver's License with appropriate insurance coverage ● Ability to travel to schools throughout the greater Houston

	region <ul style="list-style-type: none"> • Ability to be flexible with work assignment hours
Salary/Hours	The FLO Program Manager position is currently a full time role, offering an annual salary that is competitive for a candidate's prior work experience and performance
Employer/Agency	DiscoverU
Address	7676 Hillmont Street
City, State, Zip	Houston, Texas, 77040
Contact Person	Emily Sketch Haines
Contact Title	Director of Programs
Telephone Number	346-327-7513
Fax Number	N/A
Email Address	emily@discoverus.org
Application Method	A letter of interest and resume submitted to: Emily Sketch Haines, Director of Programs, at emily@discoverus.org by August 1, 2019
Opening Date	September 2019

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.