

Job Title	Operations Director
Employer/ Agency	the Montrose Center
Job Description	Operations Director needed at the Montrose Center. Position manages all human resource functions and supervises the management of the building. Depending upon experience and degree, the position may also supervise prevention program coordinators and other programs.
Qualifications	Master's degree preferred. Management skilled MSW welcome. Experience in human resources and property management preferred.
Salary/Hours	Full Time 40 hours per week.
Employer/Agency	Montrose Center
Address	401 Branard Street; 2 nd Floor, Main Reception
City, State, Zip	Houston, TX 77006
Contact Person	employment@montrosecenter.org
Contact Title	Operations & Prevention Director
Telephone Number	employment@montrosecenter.org
Fax Number	employment@montrosecenter.org
Email Address	employment@montrosecenter.org
Application Method	Send resume pdf formatted and cover letter with salary requirements to employment@montrosecenter.org
Opening Date	07.31.2019

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.

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