

Job Title	Outreach and Recruitment Manager Healthy Start --UH Job Title: Program Manager II. STA010981
Employer/ Agency	University of Houston, Graduate College of Social Work
Job Description	<p>Serves as the lead for Healthy Start outreach and recruitment to raise local awareness of the program and recruit eligible women and men for services.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Plans and develops procedures for administering a large or complex department or program. 2. Manages fiscal activities, including procurement and budget analysis. 3. Provides guidance to subordinate staff and evaluates performance. 4. Prepares abstracts, research reports, funding proposals, operations and procedure manuals, and other written material and documentation. 5. Creates and reviews reports of expenditures and activities. 6. May administer grants and grant-related related communications, scholarships, and other operations. 7. Develops, implements, and maintains appropriate policies and procedures. 8. May serve as property custodian for the department. 9. Performs other job-related duties as assigned. <p>Additional Posting Information:</p> <p>The Healthy Start Outreach Manager will oversee all Healthy Start's outreach and recruitment activities to increase local visibility and recruitment of eligible persons to the program. The candidate will collaborate with various maternal and child health serving agencies to ensure the effectiveness of all outreach efforts. to develop and maintain positive relationships and partnerships. The candidate is expected to with community centers and members, community leaders, and other key stakeholders. It is necessary to possess organizational and project management skills. This candidate is a natural leader and an excellent communicator, can outreach to other programs to promote Healthy Start in our target communities.</p>
Qualifications	<p>Bachelors and 1 year experience. Education can be considered in lieu of direct experience. Direct experience can be considered in lieu of education.</p> <p>Education: Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed. Experience: Requires a minimum of one (1) year of directly job-related experience.</p> <p>Certification/Licensing: None.</p>
Salary/Hours	3,881.00 - 5,047.00

Address	110HA Social Work Building
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Application Method	Please apply online at UH website, careers. Job posting # STA010981. https://uhs.taleo.net/careersection/ex1_uhs/jobdetail.ftl
Opening Date	Immediately

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