

Job Title	Project Coordinator - Provider Support
Employer/ Agency	Harris County Department of Education
Job Description	<p>Primary Purpose:</p> <ul style="list-style-type: none">Facilitate funding opportunities to out-of-school time service providers, community-based and faith based out-of-school time programs. Coordinate resource sharing and technical support. Provide support and consultation to service providers and community based out-of-school time programs. <p>Qualifications:</p> <p>Education/Certification:</p> <ul style="list-style-type: none">Bachelor's degree in a related field from an accredited universityMaster's degree in Educational Administration, Business Administration, Social Work, or Communications preferred <p>Special Knowledge/Skills:</p> <ul style="list-style-type: none">Knowledge in community outreach with non-profit or educational settingsStrong communication, interpersonal, and teambuilding skillsStrong oral and written skillsComputer skills: desktop publishing and familiarity with Information Management Systems <p>Experience:</p> <ul style="list-style-type: none">At least three years experience in nonprofit management or grants administrationExperience with collaborations between diverse groups or organizationsExperience with training/coaching community-based organizations <p>Major Responsibilities and Duties:</p> <ul style="list-style-type: none">Manage awards including oversight and assessment of applicants, site visits of award recipients and collection of reporting requirements.Market the request for proposal (RFP) opportunity to the out-of-school time community.Ensure grant compliance, reporting, and evaluations to CASE for Kids funding sources administered through the CASE for Kids RFP.Assist in the development or facilitation of conducting grant awards including request for proposals.Provide training and technical assistance in person and by telephone to funded sites.Serve as a liaison for service providers, community based out-of-

	<p>school time programs and HCDE/CASE for Kids.</p> <ul style="list-style-type: none"> • Work with Assistant Director of Collaborations and/or Manager of Community Resources to solicit funds for continued support to service providers and community based out-of-school time programs. • Assist with coordination and implementation of the CASE for Kids Select Services Project. • Work with Manager of Community Resources to review vendor RFPs and maintain updated listing for CASE for Kids Afterschool and Summer Direct Services bid. • Research out-of-school time field issues and trends to identify best practices and resources to address needs of CASE for Kids staff and constituents. • Represent CASE for Kids on afterschool community initiatives such as Mental Health America Collaborative and the United Way Community Collaborative. • Perform other duties as assigned.
Qualifications	<p>Qualifications: Education/Certification:</p> <ul style="list-style-type: none"> • Bachelor's degree in a related field from an accredited university • Master's degree in Educational Administration, Business Administration, Social Work, or Communications preferred
Salary/Hours	447,518 - \$58,303 / Per Year
Address	
City, State, Zip	Houston, TX
Contact Person	Mary Doyle Glover
Telephone Number	7136961360
Fax Number	
Email Address	mglover@hcde-texas.org
Application Method	https://hcdetexas.tedk12.com/hire/ViewJob.aspx?JobID=985
Opening Date	Immediately

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