

Job Title	Program Development Coordinator
Employer/ Agency	Harris County Resources for Children and Adults
Job Description	Under the supervision of the Data Analytics Manager, the Program Development Coordinator will assist with the collection, reporting, and monitoring of key performance indicators, trends, and program improvement plans and projects that facilitate program development goals in alignment with agency, funder, and accreditation compliance standards, policies, and procedures.
Qualifications	Education: <ul style="list-style-type: none">• Bachelor's Degree in Behavioral or Social Sciences, Computer Science, Business or closely related field. Experience: <ul style="list-style-type: none">• Two (2) years of experience with data collection, compliance, or program improvement activities• Training and experience using a personal computer with a variety of software such as Microsoft Word, Microsoft Excel, and Microsoft Outlook.
Salary/Hours	\$43,596.80 - \$59,009.60 M-F 8am-5pm
Address	2525 Murworth
City, State, Zip	Houston, Texas 77054
Contact Person	Emmony Pena
Email Address	Emmony.pena@harriscountytexas.gov
Application Method	Online Application: https://www.governmentjobs.com/careers/harriscountytexas/jobs/3945614/program-development-coordinator
Opening Date	Immediately

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 mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.