

<b>Job Title</b>	Planner
<b>Employer/ Agency</b>	Houston-Galveston Area Council
<b>Job Description</b>	<p>What will I be doing?</p> <ul style="list-style-type: none"> <li>• Work closely with nonprofit and governmental victim assistance programs to support their efforts in planning and prioritization, funding and providing services within the Houston-Galveston Area Council region</li> <li>• Provide technical assistance for criminal justice applicants and grantees</li> <li>• Work collaboratively to execute multiple initiatives of the Public Safety Program, including but not limited to criminal justice planning, victim assistance, and elder justice programs</li> <li>• Prepare and provide grant applications, reports, briefing papers, plan documents, presentations and workshop materials</li> <li>• Provide staff support to the Criminal Justice Advisory Committee including helping to organize workshops on CJAC policies and procedures, grant application workshops, and grant priority hearings</li> <li>• Manage information flow across the full lifecycle of the grant process which includes application, award acceptance, monitoring and review</li> </ul> <p>Assist in the development of, and compliance with, policies and procedures for the Public Safety Programs</p>
<b>Qualifications</b>	<p><b>Key Qualifications</b></p> <ul style="list-style-type: none"> <li>• Experience with the grant process of The Public Safety Office of The Texas Governor's Office including their eGrants System</li> <li>• Strong relationship building and communication skills</li> <li>• Ability to plan and effectively manage complex, long-term projects</li> <li>• Ability to perform tasks with limited supervision</li> </ul> <p><b>Do you have...</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in an applicable academic discipline or related field of study</li> <li>• 3 years of experience working with local government, nonprofit programs, school or in job related duties</li> </ul>
<b>Salary/Hours</b>	\$48,278.00 - \$96,720.00/ full-time
<b>Address</b>	3555 Timmons Ln #100
<b>City, State, Zip</b>	Houston, TX 77027
<b>Contact Person</b>	<a href="https://phg.tbe.taleo.net/phg02/ats/careers/v2/viewRequisition?org=HGAC&amp;cws=38&amp;rid=780">https://phg.tbe.taleo.net/phg02/ats/careers/v2/viewRequisition?org=HGAC&amp;cws=38&amp;rid=780</a>

<b>Telephone Number</b>	713-627-3200
<b>Email Address</b>	Karla.lopez@h-gac.com
<b>Application Method</b>	<a href="https://phg.tbe.taleo.net/phg02/ats/careers/v2/viewRequisition?org=HGAC&amp;cws=38&amp;rid=780">https://phg.tbe.taleo.net/phg02/ats/careers/v2/viewRequisition?org=HGAC&amp;cws=38&amp;rid=780</a>
<b>Opening Date</b>	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 [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.