

Job Title	Patient Navigator/Program Coordinator
Employer/ Agency	Fund Texas Choice
Job Description	<p>The Program Coordinator will be jointly responsible for ensuring the effective and efficient administration of Fund Texas Choice’s trip planning program in alignment with reproductive justice values. A practical support program coordinator (patient navigator) is a community health professional that focuses on the client’s needs. The program coordinator will help guide the client through the abortion care system and will work to overcome obstacles faced by the client receiving the care and services they require. This position usually involves daytime work, but sometimes evening and weekend shifts are expected.</p> <p>More info here: https://fundtexaschoice.org/index.php/2020/10/07/now-hiring-program-coordinator/</p>
Qualifications	<ul style="list-style-type: none"> ● Two years of related operational or administrative experience. ● Desire to work as part of a team to promote the values of reproductive justice. ● Detail-oriented and highly organized. ● Proven ability to multitask and manage time effectively. ● Excellent verbal and written communication skills, in both English and Spanish. ● Attentiveness to the ever-changing logistics and requirements associated with trip planning. ● Strong ability to empathize and listen in order to understand and meet clients’ needs. ● Ability to work well with a variety of personnel with differing levels of authority, experience, and backgrounds, including board members, staff, and volunteers. ● Self-motivated - ability to work with remote supervision. ● Prior experience and high comfort level with online business and co-working tools such as Google Suite, Slack, etc.
Salary/Hours	Salary range 50 – 60K with benefits. This position usually involves daytime work, but sometimes evening and weekend shifts are expected
Employer/Agency	Fund Texas Choice
Address	Austin, Texas (position is remote)
City, State, Zip	Austin, Texas
Contact Person	Stephanie Gomez
Contact Title	Board of Directors
Email Address	stephanie@fundtexaschoice.org
Application Method	To apply, send your resume and a brief explanation of why you’re the right person for this role by email to jobs@fundtexaschoice.org .
Opening Date	Immediate

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.