

<b>Job Title</b>	Program Coordinator
<b>Employer/ Agency</b>	Change Happens
<b>Job Description</b>	<p>The <b>Program Coordinator</b> is responsible for planning, coordinating, and monitoring the day-to-day program activities that they are assigned. Other responsibilities include quality assurance monitoring, gathering data, compiling data to complete performance reports, and directing staff to achieve program and organizational goals and objectives.</p> <p>Work independently with appropriate direction          Display professional behavior and appearance in accordance with agency policy          Handle difficult situations in a discreet manner          Maintain attendance within limits of agency guidelines          Maintains confidentiality of client information          Use initiative and judgment          Communicate effectively, both orally and in writing          Skills in organizing work of self and others          Knowledge of issues pertaining to area of assignment          Must be capable of setting priorities and working under pressure          Coordination and Support</p> <p>Coordinate and provide oversight to ensure compliance with funding sources and agency protocols and policy standards          Assist in coordinating and administering daily program operations, including supervision and serving as liaison with program coordinators and other staff          Coordinate and support information sharing between agency staff          Anticipate problems and respond proactively, troubleshoot concerns and issues as they arise          Coordinate activities of agency programs and inter-related activities of other programs, departments, or staff to ensure optimum efficiency and compliance with appropriate policies, procedures, and specifications          Monitor developing trends and available services relevant to the assigned program and informs supervisor          Provides work direction, as necessary, to staff, interns, and other assigned staff          Program Planning &amp; Implementation</p> <p>Foster and develop relationships with a partner organization          Develop effective strategies to reach program goals          Monitor timeline to ensure program goals achieved          Compliance Management</p> <p>Monitor program activities to meet program goals          Monitor compliance with agency policy and procedures, make recommendations as appropriate to ensure adherence          Recommend appropriate corrective action to ensure programs comply with funding sources          Prepare and deliver oral and written reports, recommendations, and presentations to Executive Management, The Board, staff, and other stakeholders          Review program reports for accuracy and ensure that all program reports are submitted timely to funding sources, management, staff, and other designated partners          Evaluate program effectiveness to develop improved methods; analyzes results and</p>

	<p>recommends and/or takes appropriate action</p> <p><b>Building and Fostering Relationships</b></p> <p>Confers with and advises staff, interns, and others to provide technical advice, problems solving assistance, answers to questions and program goals and policy interpretations; refers to appropriate department person or Program Director when unable to respond</p> <p>Conducts outreach and markets agency programs to businesses, educational entities, governmental organizations and the community</p> <p>Collaborate with community partners and stakeholders to build community support for programs and services</p> <p>Represents the agency in an informed and courteous manner with all external contacts, while engendering few, if any, complaints from those contacts</p> <p>Perform other duties as assigned.</p>
<b>Qualifications</b>	<p>Undergraduate degree in a field appropriate to the area of assignment and two years of program coordinator experience or any equivalent combination of experience and/or Master's degree from which comparable knowledge, skills, and abilities have been achieved</p> <p>Demonstrated proficiency in written, oral, and spoken communication</p> <p>Ability to establish and maintain effective working relationships with clients, co-workers, stakeholders, and the public</p> <p>Proficient in the use of computer software, with special emphasis on Microsoft Word, Excel, and Access</p> <p>Self-directed and capable of completing projects on time</p> <p>Strong interpersonal skills and the ability to work in diverse community groups</p>
<b>Salary/Hours</b>	Full-time
<b>Employer/Agency</b>	Change Happens
<b>Address</b>	3353 Elgin Street
<b>City, State, Zip</b>	Houston, TX 77004
<b>Contact Person</b>	Erica Davis
<b>Contact Title</b>	COO
<b>Telephone Number</b>	713-374-1200
<b>Email Address</b>	<a href="mailto:employment@changehappenstx.org">employment@changehappenstx.org</a>
<b>Application Method</b>	<a href="http://www.changehappenstx.org/careers">www.changehappenstx.org/careers</a>
<b>Opening Date</b>	Immediate

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