

<b>Job Title</b>	Program Coordinator – STAIRS 2.0
<b>Employer/ Agency</b>	Change Happens!
<b>Job Description</b>	<p>Under the general direction of the Program Director, the Program Coordinator is responsible for coordinating program activities and functions to ensure that goals and objectives specified for the program are accomplished in accordance with established priorities, timeframes, or other specification. The Program Coordinator also develops, coordinates, and implements special projects and participates in program planning, implementation, and evaluation.</p> <p><b>Coordination and Support</b></p> <ul style="list-style-type: none"> <li>• Coordinate and provide oversight to ensure compliance with funding sources and agency protocols and policy standards</li> <li>• Coordinate and support information sharing between agency staff</li> <li>• Anticipate problems and respond proactively, troubleshoot concerns and issues as they arise</li> <li>• 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</li> <li>• Monitor developing trends and available services relevant to the assigned program and informs supervisor</li> <li>• Provides work direction, as necessary, to staff, interns, and other assigned staff</li> </ul> <p><b>Program Planning &amp; Implementation</b></p> <ul style="list-style-type: none"> <li>• Prepares and assists in program planning activities and program design to achieve stated goals and objectives</li> <li>• Participate with Executive Management, Coordinators, and other staff in planning program/agency activities</li> <li>• Utilizes a variety of analytical tools to clearly understand existing processes and/or procedures and to develop new alternatives</li> <li>• Assist in procuring goods and services to meet program needs</li> <li>• Provides research assistance on special projects and program development</li> <li>• Consults with agency departments to identify community needs and priorities</li> <li>• Participates in program evaluation activities</li> <li>• Assist in the development and monitoring of program budget</li> </ul> <p><b>Compliance Management</b></p> <ul style="list-style-type: none"> <li>• Monitors and evaluates program activities to ensure compliance</li> <li>• Monitor and evaluate compliance agency policy and procedures; make recommendation as appropriate to ensure adherence</li> <li>• Recommend appropriate corrective action to ensure programs complies with funding sources</li> <li>• Prepares and delivers oral and written reports, recommendations and presentations to Executive Management Board, staff, and stakeholders</li> <li>• Review program reports for accuracy and ensure that all program reports are submitted timely to funding sources, and other designated partners.</li> <li>• Evaluate program effectiveness to develop improved methods; analyzes results and recommends and/or take appropriate action</li> <li>• Conducts internal compliance audits; coordinates external audits with external</li> </ul>

	<p>sources; prepares written report on findings and recommendations</p> <ul style="list-style-type: none"> <li>Recommend implementation of corrective action plans to programs to failure to meet performance measures/deliverables.</li> </ul> <p><b>Building and Fostering Relationships</b></p> <ul style="list-style-type: none"> <li>Confers with and advises staff, interns, and other to provide technical advice, problem solving assistance, and policy interpretations.</li> <li>Conducts outreach and markets agency program sot businesses, educational entities, governmental organizations and the community</li> <li>Collaborate with community partners and stakeholders ot build community support for programs and services.</li> <li>Represents the agency in an informed and courteous manner with all external contacts, while engendering few, if any, complaints from those contacts.</li> <li>Maintains professional behavior when completing tasks and interacting with others as a team member.</li> <li>Communicates effectively with others to obtain information; ensures response within designed timeframe.</li> <li>Performs other duties as assigned.</li> </ul>
<b>Qualifications</b>	<p>Bachelor’s degree in field appropriate to are of assignment and two years of coordinator program experience; or any equivalent combination of experience and/or master’s degree from which comparable knowledge, skills, and abilities have been achieved.</p> <ul style="list-style-type: none"> <li>Work independently with appropriate direction.</li> <li>Use Technology and computer software applications as appropriate to the work environment.</li> <li>Maintain confidentiality of information and use proper discretion concerning confidential matters.</li> <li>Maintain and control multiplied task and projects simultaneously, with interruptions, and complete work within appropriate deadlines.</li> <li>Learn, place, formulate, and execute Local, State, Federal and agency policies, procedures, and directives in accordance with assigned duties.</li> <li>Use initiative and judgment</li> <li>Communicate effectively, both orally and in writing.</li> <li>Skills in organization work of self and others.</li> <li>Knowledge of issues pertaining to are of assignment</li> <li>Must be capable of setting priorities and working under pressure.</li> </ul>
<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

To post a job opportunity or if your response to this job posting results in successful hire, please contact the CGSW Office of Management and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you!

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