

Job Title	Program Coordinator
Employer/ Agency	re:MIND
Job Description	<p>The Program Coordinator provides leadership and direction for creating and maintaining the re:MIND support group program. This is accomplished primarily by training, managing and guiding facilitators, as well as marketing and networking for support group locations within assigned territory.</p> <p>Please click here for full job description: https://www.remindsupport.org/media/files/files/502fd083/program-coordinator-job-description-2023.pdf</p>
Qualifications	<ul style="list-style-type: none"> • Masters degree in Social Work, Counseling or Psychology. • Clinical knowledge of mood disorders. • Clinical experience working with individuals and groups. • Experience with leadership and supervision/evaluation. • Knowledge of a wide array of community resources. • Ability to work well in a small office which requires teamwork in planning, input and evaluation. • Ability to juggle multiple projects and in a time sensitive fashion. • Strong communication and outreach skills with public speaking experience. • Must have excellent organizational and critical thinking skills. • Required: Computer skills in MS Office such as PowerPoint, Word and Excel.
Salary/Hours	<p>Full time position</p> <p>Salary commensurate with experience. Health and life insurance, retirement plan, vacation and holiday schedules are offered with employment.</p>
Address	Central Houston (near Galleria)
Contact Person	Joyce Wang
Telephone Number	713-600-1136
Fax Number	832.730.2283
Application Method	https://www.remindsupport.org/forms/job-application/
Opening Date	Through 06/15/2023

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 with the hiring details of your new job opportunity. Thank you.