

Job Title	Program Coordinator
Employer/ Agency	Square Inch Houston
Job Description	<p>Job Description The SALT Program Coordinator is responsible for planning, coordinating, and overseeing the implementation of the Square Inch Houston Scholarship for Academics, Leadership, and Transformation (SALT) Program. This includes developing program goals and objectives, creating and managing budgets, recruiting, and managing scholars and mentors, and evaluating program outcomes. The Program Coordinator must have a strong understanding of program development and implementation, as well as excellent organizational and interpersonal skills.</p> <p>Essential Duties & Responsibilities</p> <ul style="list-style-type: none"> • Implementation and evaluation of SALT Scholars Program for all campus sites • Work to expand the program to additional campuses - University of Houston - Main; University of Houston Downtown. • Advertise, recruit, interview and select mentors and scholars for the upcoming academic year. • Plan and execute Fall and Spring orientations for scholars and mentors. • Plan and maintain monthly cohort meetings and one-on-one discipleship meetings • Find and support community engagement opportunities for scholars and mentors. • Attend scholars' academic or athletic events as possible. • Actively engage in fundraising efforts for the program and campaign(s). • Communicate with donors and stakeholders about the program using verbal and written modes of communication. • Fiscal oversight of program budget and providing timely approval where appropriate for requested expenditures. • Find and apply for grants. • Foster and maintain relationships with donors, organizations, community partners, churches, institutions (universities and community colleges), mentors, and scholars. • Represent organization and program at local events. • Managing organization's website and social media pages • Picking up mail and attending to donation deposits as needed. • Support treasurer with financial updates. • Attend bimonthly donor management meetings with the organization's treasurer/financial officer. • Answer emails sent to the organization's email account and phone calls to the organization's phone number. • All other duties as assigned.
Qualifications	<p>Qualifications</p> <ul style="list-style-type: none"> • Bachelor's Degree in Social Work or related field • Two years progressively responsible professional work experience in programming, planning, implementation and administration • Knowledge in case management and other forms of counseling interventions or programming with adolescents and adults

	<ul style="list-style-type: none"> • Written and verbal communication skills • Proficient in Microsoft Office Suite & G-Suite
Salary/Hours	\$20-\$25/hr
Address	Remote
City, State, Zip	Houston, TX
Contact Person	Chinyere Eigege, PhD, LCSW-S
Email Address	info@squareinchhouston.org
Application Method	Send resume & cover letter to info@squareinchhouston.org
Opening Date	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 with the hiring details of your new job opportunity. Thank you.