

<b>Job Title</b>	Program Coordinator
<b>Employer/ Agency</b>	Tony's Place
<b>Job Description</b>	<p><b>Job Summary:</b> Provides case management services for LGBTQ+ youth. Plans, implements, and evaluates programs, projects, and events. Responsible for monitoring approved expenditures, preparing financial statements, and maintaining records. Assist program assistant with volunteer management.</p> <p><b>Essential Functions:</b></p> <ul style="list-style-type: none"> <li>• Plan, coordinate, and facilitate programs and their activities.</li> <li>• Monitor implementation of program policies and practices</li> <li>• Work to keep programs on schedule, within stated budgets and functioning smoothly.</li> <li>• Support program growth and development as necessary.</li> <li>• Answer phone calls and respond to emails daily.</li> <li>• Conduct new volunteer orientation and training.</li> <li>• Maintain volunteer spreadsheet.</li> <li>• Maintain files and records.</li> <li>• Develop and email a bi-weekly newsletter.</li> <li>• Maintain relationships with community partners.</li> <li>• Participate in weekly operations meetings.</li> <li>• Maintain communications (at least monthly) with community partners.</li> <li>• Other duties as assigned.</li> </ul>
<b>Qualifications</b>	<p><b>Minimum Qualifications:</b> High School diploma or equivalent. Capable of working independently. Access to reliable transportation and valid driver's license. Orientation and training required. Must pass background check and maintain a clean criminal record.</p> <p><b>Preferred Qualifications</b> Experience completing assessments, intakes, referrals. Comfortable working with diverse populations. Excellent written and verbal communication skills. Ability to use Microsoft Office, Teams, and Case Management Tool</p>
<b>Salary/Hours</b>	<b>Part-Time</b> , \$20-25 an hour. <b>Wednesday</b> (9a-5p) <b>Friday</b> (5p-9p) <b>Saturday</b> (9a-5p)
<b>Address</b>	1621 McGowen St
<b>City, State, Zip</b>	Houston, TX 77004
<b>Contact Person</b>	Lindsay Konlander
<b>Telephone Number</b>	713-678-0733
<b>Email Address</b>	<a href="mailto:Lindsay.Konlande@TonysPlace.org">Lindsay.Konlande@TonysPlace.org</a>
<b>Application Method</b>	<b>TO APPLY FOR THIS POSITION:</b> Send cover letter and resume to <a href="mailto:Lindsay.Konlande@TonysPlace.org">Lindsay.Konlande@TonysPlace.org</a> .
<b>Opening Date</b>	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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.