



HARRIS COUNTY
Human Resource & Risk Management
Houston, TX 77002
(713) 274-5444
<http://www.harriscountytexas.gov/hrrm>
invites applications for the position of:

Assistant Coordinator for the Council

Position #00469

An Equal Opportunity Employer

SALARY: Depends on Qualifications

OPENING DATE: 04/24/15

CLOSING DATE: 05/24/15 11:59 PM

POSITION DESCRIPTION:

The Ryan White Planning Council is a group of community volunteers and professionals, appointed by the County Judge, and tasked with designing and allocating funds to medically-related services for people living with HIV/AIDS in the ten county area. The Assistant Coordinator serves as the assistant to the primary coordinator of Council information and activities. Duties include: general office administration; meeting coordination; coordinating and disseminating information to Council, committee and work group members, as well as the general public; providing information in a manner that encourages participation in Ryan White activities; maintaining records of all Council decisions by taking minutes at meetings; and preparing reports.

- Assist over 60 volunteers on a day-to-day basis in understanding and carrying out their responsibilities within a system that is designed by the federal government, but implemented by county government with input from local leaders and Council volunteers.
- In accordance with federal and local laws, ensure that the public is given multiple opportunities in a timely manner so that they are aware of Council and committee processes, meetings, public hearings, and other activities, this includes:
 - filing meeting notices with the county clerk;
 - making and distributing copies of meeting materials;
 - providing information in a manner that encourages participation in Ryan White activities;
 - initiating reminder messages to participants;
 - taking minutes at meetings; and other tasks as assigned.
- Under the direction of the Manager, coordinate meetings by:
 - securing meeting locations;
 - ensuring that technical/support requests are met, such as securing interpreter services and reserving equipment; coordinating rsvp lists;
 - ordering food; setting up the meeting room and cleaning up afterwards.
- Ensures that written and/or recorded records of meetings are taken, kept and filed as directed by the Manager of the Office of Support.
- Maintain up-to-date: Council and committee attendance records, monthly Council and staff activity calendars, databases for Council and committee member personal information, and Council and committee applications.
- Under the supervision of the Payroll Clerk, provide data entry for payroll.
- Manages petty cash disbursements to volunteers and staff and prepare related reports.
- Perform general office duties including:
 - answering the office telephone and greeting visitors from 8 am – 4 p.m. Monday through Friday;
 - monitoring and ordering supplies;
 - organizing storage for office supplies;
 - making weekly deliveries and pickups from the Harris County administration building and the post office;
 - performing other office-related errands;
 - coordinating display materials for volunteer-staffed outreach events; and other tasks as assigned.
- Responds to requests for information such as the HIV/AIDS Resource Directory; Council application forms.
- Assists with Project LEAP, a 17 week training program for people living with HIV/AIDS to prepare them for membership on a planning body, such as the Ryan White Planning Council.

- Hosted by the Council staff once a year, the Manager and Health Planner facilitate the training; the Assistant Coordinator coordinates the weekly meetings as described above and manages petty cash disbursements. The Assistant Coordinator is also required to participate in the last class, which is a graduation dinner, usually on a Wednesday evening in July or August.
- Performs other duties as assigned.

REQUIREMENTS:

- High school diploma or G.E.D. equivalent; **AND**
- Three (3) years of verifiable experience in an administrative capacity in an office environment dealing with the public

OR

- High school diploma or G.E.D. equivalent; **AND**
- Two (2) years of verifiable experience in a social service agency or non-profit organization coordinating services and activities and dealing with the public.

PLUS

- Demonstrated strong organizational, written and oral communications skills through successful work history.
- Strong computer skills, including proficiency with Word, Excel, Outlook and social media.
- Ability to work with a broad base of community members, including volunteers.
- Ability to interact on a daily basis with and provide information to HIV positive, incarcerated, gay, lesbian, bisexual and/or transgender individuals.
- Ability to disseminate information to people with various levels of educational and technical expertise.
- Valid driver's license (Texas upon hire) and reliable transportation for office-related errands. (mileage reimbursement provided).
- Ability to lift up to 20-pound boxes.

PREFERENCES:

- College degree (any field)
- One (1) year HIV related work experience.
- Experience coordinating volunteers.

GENERAL INFORMATION:

HOURS: 40 Hours per Week / Monday - Friday
Occasional Evenings and/or Weekends.

SALARY: Will be Discussed at Departmental Interview
Commensurate With Experience
Based On 26 Pay Periods
Plus Mileage Reimbursement

“A heavy volume of applications may cause positions to close prior to advertised closing date.”

EMPLOYMENT IS CONTINGENT UPON PASSING A BACKGROUND CHECK AND DRUG SCREENING

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting:

<http://www.harriscountytexas.gov/hrrm/employment.aspx>

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Position #00469
ASSISTANT COORDINATOR FOR THE COUNCIL
VW
