

Job Title	Program Coordinator (Bilingual, English/Spanish)
Employer/ Agency	Literacy Advance of Houston
Job Description	<p>The Wilcrest Program Coordinator is an integral part of the Literacy Advance Programs team and works closely with agency volunteers and learners, maintaining high levels of customer service, and pro-actively determining challenges and proposed solutions for the best program delivery possible. Success in this role relies on the Coordinator's ability to respond to the day-to-day needs of learners and volunteers within the wider agency context of processes, procedures, and policies. This position requires a person with energy, creativity, sensitivity, and a dedication to helping increase the impact Literacy Advance programs have in the community, while maintaining the integrity and high level of service and professionalism that Literacy Advance has established.</p> <p>For a full list of responsibilities, please visit our website: http://literacyadvance.org/About_Us/Jobs_Internships/</p>
Qualifications	A Bachelor's degree is required; an emphasis in adult education, social services, or a related field is preferred. However, all disciplines will be considered. A qualified candidate will be fluent in English and Spanish, able to communicate effectively in both languages both verbally and in written communications. In addition, at least two years of professional work experience is preferred. Excellent interpersonal, communication, and presentation skills will be required for successful growth within the role.
Salary/Hours	This is a full-time, non-exempt position based at our Wilcrest office location in west Houston. This position is eligible for health and dental benefits, as well as PTO accrual as outlined in the agency handbook. Regular evening and weekend work will be required. Salary range is \$30,000 – \$33,000, with final salary depending on experience and qualifications.
Employer/Agency	Literacy Advance of Houston
Address	2424 Wilcrest Dr, Ste 120
City, State, Zip	Houston, TX, 77042
Contact Person	Colleen Mayer

Contact Title	Academic & Transition Services Director
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Email Address	cmayer@literacyadvance.org
Application Method	http://literacyadvance.org/About_Us/Jobs_Internships/
Opening Date	08/16/2018

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