

Job Title	PROGRAM COORDINATOR
Employer/ Agency	THE ALBERT SCHWEITZER FELLOWSHIP – HOUSTON GALVESTON
Job Description	<p>ASFHG seeks a highly motivated individual to advance the mission of the organization through program coordination, fund/resource development, administration and marketing/public awareness and communication. This is a virtual office position, but the successful candidate must be Houston local and available for committee meetings and regular meetings with stakeholders and the Executive Director. This is a part-time position of 10-15 hours per week and is accountable to the Executive Director.</p> <p>DUTIES AND RESPONSIBILITIES:</p> <p><i>Program Development</i></p> <ul style="list-style-type: none"> • Research, identify and cultivate new program funding sources • Track and maintain a calendar of development activities • Develop and deliver materials for foundation and corporate appeals, consistent with grant • guidelines related to proposal format, deadlines, supporting materials and cover letters • Assist in the preparation of public grant proposals • Assist in the acknowledgement of donations and recognition of donors <p><i>Marketing/Public Awareness</i></p> <ul style="list-style-type: none"> • Contribute to the design of annual reports and periodic newsletters • Work collaboratively with the Executive Director, Board members and other stakeholders to create public awareness through charitable campaigns <p><i>Communications and Events</i></p> <ul style="list-style-type: none"> • Construct storylines that create exposure for the organization in media markets including print, radio, television and our website • Support event committees in the preparation of materials and planning requirements for two annual fundraising and program events <p><i>Finance</i></p> <ul style="list-style-type: none"> • Maintain database of Fellows, Fellows for Life, donors and funders for development campaigns • Complete monthly bookkeeping and accounting of organization expenditures and donations

Qualifications	<ul style="list-style-type: none"> • Mission passion • Undergraduate degree • Demonstrated grant writing ability • Critical thinking skills • Excellent organizational, written and verbal communication and interpersonal skills • Tact, diplomacy and the ability to work with diverse populations • Ability to set priorities, identify and communicate potential needs or problems, and work independently • Proficiency in Microsoft applications and/or ability to learn design/photo management software • Proficiency or ability to learn finance software, Quickbooks • Proficiency or ability to learn WordPress • Ability to plan, organize, coordinate, prioritize and perform work in an environment with numerous and diverse demands • Approach work with a team attitude, flexibility and a willingness to pitch in to help with general administration and getting a range off needed tasks done throughout the Fellowship year
Salary/Hours	This is a part-time position of 10-15 hours per week
Employer/Agency	THE ALBERT SCHWEITZER FELLOWSHIP – HOUSTON GALVESTON
Address	Virtual office
City, State, Zip	Houston area
Contact Person	Gabrielle Hansen, PhD
Contact Title	Executive Director
Email Address	gabrielle.hansen@bcm.edu
Application Method	E-mail resume and cover letter outlining experience and addressing duties, responsibilities and qualifications

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.