

Job Title	RISE! Program Manager
Employer/ Agency	The Women’s Resource of Greater Houston
Job Description	<p>Duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Oversee RISE! program to include: recruit and maintain relationships with partner schools, RISE! Facilitators, and volunteer guest speakers; coordinate RISE! program at each school; plan, schedule and attend field trips; recruit, interview and prepare RISE! Facilitators; and oversee program evaluation. • Communicate effectively with diverse populations to include: partner schools, RISE! Facilitators, program participants, and volunteer guest speakers. • Recruit and train qualified RISE! Facilitators who share our mission • Plan and conduct semester meetings and trainings for RISE! Facilitators • Provide ongoing support to RISE! Facilitators • Process payroll for RISE! Facilitators • Match RISE! Guest Speakers to school sites and provide them with details and reminders • Facilitate RISE! curriculum at partner schools • Recruit and maintain relationships with new partner schools • Retain and maintain relationships with current partner schools • Work with partner schools to determine school contact, population needs and schedule • Ensure quality of all programs • Collect, enter and evaluate data to support and strengthen program offerings • Create end-of-semester RISE! reports for school administrators • Serve as a backup for RISE! Facilitators if a Facilitator is unable to teach a scheduled class
Qualifications	<p>Qualifications</p> <ul style="list-style-type: none"> • Bachelor degree required, preference for a degree in social work, education, or related discipline. • Self-directed, independent worker who takes initiative and is able to solve problems • Advanced proficiency in Microsoft Outlook, Word and Excel are required • Excellent organizational, verbal, written, and interpersonal communication skills • Willing to travel throughout the Greater Houston area • Understands how financial education affects individuals and families • Experience in one or more of the following areas: <ol style="list-style-type: none"> 1. Education based programs and/or teaching experience 2. Financial Education and/or asset building 3. Community based programs focused on teens (specifically girls) 4. Programs targeting at-risk youth 5. Multi-site program coordination

Salary/Hours	Commensurate with experience and other qualifications Full Time Position (40hrs/week)
Email Address	kkeith@thewomensresource.org
Application Method	<p>Applications will be reviewed as they are received. All candidates are asked to EMAIL the <u>four</u> documents listed below to kkeith@thewomensresource.org. Documents should be addressed to: Kelly Keith, Senior Program Director.</p> <ol style="list-style-type: none"> 1. Cover letter stating how your skills are a match for the position requirements and duties 2. Resume 3. Information for two professional (non-family) references 4. Writing Sample: Select and complete TWO of the writing sample scenarios below: (100-350 words each, 12 point font) <ol style="list-style-type: none"> a. Write an email to a new partner school about RISE! b. Write about a time in which you've helped a teen achieve his/her goals. Describe the teen. What were his/her strengths/limitations? How did you help him/her? Describe a community service or program that could further help this teen achieve his/her goals. Please refrain from using real names in your description. c. Write an email to a partner school contact who has just informed you their schedule has changed unexpectedly and RISE! classes will now be pushed back by two weeks (jeopardizing the participant's ability to complete all ten weeks of the program). <p>View the complete job description on our website. www.thewomensresource.org/employment</p>
Opening Date	December 20, 2018
Employer/Agency	The Women's Resource of Greater Houston
Address	730 N. Post Oak Rd., Suite 204
City, State, Zip	Houston, Texas 77024
Contact Person	Kelly Keith, LMSW
Contact Title	Senior Program Director
Telephone Number	713-667-4493 ext. 113

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.

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