

Job Title	Education Coordinator
Employer/ Agency	Humble Area Assistance Ministries, Inc.
Job Description	<p>ESSENTIAL DUTIES AND RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1. Oversee the education and skills classes for clients. Responsible for the scheduling of instructors for classes from HAAM or external sources. Responsible for maintaining scheduling for HAAM classroom, as requested. 2. Screen clients and provide intake and assessment for Education program areas. 3. Develop and implement strategies to identify new prospect opportunities and community resources to expand education programming for clients. 4. Participate in planning and executing a budget for the Ministries as it relates to the use of resources for the education program. 5. Develop and cultivate mutually caring and beneficial relationships with both internal and external clients. Demonstrate proper telephone courtesy and procedures, and exhibit a pleasant demeanor in face-to-face communications, assisting clients in a positive manner.
Qualifications	<p>Experience: Minimum of three to five years' experience that should include direct client interaction, supervisory duties and trainings. Previous experience working as an administrator or education program manager preferred.</p> <p>Education: Bachelor degree required.</p> <p>Technical Knowledge: Proficient using: Internet, Microsoft Office Products, Data Base Systems and Common Office Equipment (e.g., copier.)</p> <p>Skills</p> <ol style="list-style-type: none"> 1. Excellent writing, public speaking and management skills 2. Ability to develop strong working relationships with clients, mentors and other professionals. 3. Ability to work well in a team and fast pace environment 4. Ability to handle multiple, concurrent projects. 5. Ability to understand financial reports and budgeting
Salary/Hours	Salary Commensurate with experience. 20 hours/week
Employer/Agency	Humble Area Assistance Ministries, Inc.
Address	1302 First Street, E.

City, State, Zip	Humble, TX 77338
Contact Person	Katye Colbert
Contact Title	Business Manager
Telephone Number	281-446-3663 x133
Email Address	kcolbert@haamministries.org
Application Method	Email
Opening Date	02/22/2017

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