

Job Title	Coordinator
Employer/ Agency	Houston Coalition Against Hate
Job Description	<p>HCAH is currently looking to hire a coordinator responsible for planning, implementing, and evaluating activities associated with the HCAH. Duties include providing: general oversight for coalition activities and associated projects; facilitating technical assistance to local/regional coalitions and partnerships that focus on hate crimes and incidents of hate and bias. The Coordinator will work to develop and implement strategies that will lead to long-term involvement of community institutions, organizations and individuals in assessment, and evaluation activities. This position is being initially offered as a one-year contract, with the potential for continuation based on the direction of the initiative.</p> <p>Roles and Responsibilities:</p> <ul style="list-style-type: none">• Provide strategic guidance toward developing and implementing the common vision of HCAH• Guide HCAH activities including: coordinate and facilitate monthly HCAH meetings; manage HCAH working groups and oversee the implementation of HCAH projects; facilitate the sharing of knowledge among members and be a conduit for resources; plan, coordinate, and conduct educational and training activities.• Provide inspiration, motivation and incentive for members to achieve excellence for the community through collaboration, information sharing, and capacity-building initiatives• Represent and serve as spokesperson for HCAH to the public and non-profit community and provide leadership and a convening role in the community• Recruit and maintain a diverse coalition membership• Establish shared measurement of success and learning• Cultivate a strong knowledge of trends and best practices of the field

Qualifications	<p>EDUCATIONAL REQUIREMENTS Bachelor's degree or higher; 3 years of appropriate experience in managing or coordinating a community-based agency could be substituted for advanced degree.</p> <p>EXPERIENCE/SKILL REQUIREMENTS</p> <ul style="list-style-type: none"> • Experience in fostering collaboration among diverse stakeholders, brokering agreement between different stakeholder groups, and working with coalitions to breach power divides. • Ability to think and problem solve at a systems level, as opposed to a program or organizational delivery level • Strong framework of social justice. • Excellent organizational skills with proficiency in basic management technologies (Microsoft Office, databases, and others)
Salary/Hours	30 hrs/wk, DOE
Employer/Agency	Houston Coalition Against Hate
City, State, Zip	Houston, TX
Application Method	Please send in PDF form a cover letter, resume, and three references to houstoncoalitionagainsthate@gmail.com . The deadline for applying is March 1, 2018.
Opening Date	Immediately

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.

